



FERPA

HOW DOES A STUDENT PLACE A CONFIDENTIAL HOLD ON THEIR INFORMATION?

Students who do not wish to have their directory information disclosed should update their Student profile information through the Student Self Service System on the Admissions webpage.

WHAT DOES A CONFIDENTIAL HOLD MEAN?

This means that no information may be released to anyone without written consent from the student. Release of "CONFIDENTIAL" records to third parties or acknowledging that such students are at SMC is prohibited without the student's written permission to do so.

WHAT DOES THIS MEAN FOR PARENTS?

This means that no matter the age of your student, college officials may only share general information with you about the college policies and procedures and cannot share specifics about your student UNLESS the student gives prior written permission.

Ideally, students will interact with the College on their own behalf.

WHEN CAN SMC SHARE INFORMATION WITH PARENTS WITHOUT STUDENT CONSENT?

Information may be shared with parents or other appropriate family members if there is a health or safety emergency.

WHO DO I CONTACT IF I NEED TO REVIEW MY STUDENT RECORDS, OR IF I FEEL THAT THERE IS AN ERROR WITH MY EDUCATIONAL RECORDS?

Please make a request in writing to the Associate Dean of Enrollment Services in the Admissions Office. Please be specific about what records you are requesting to review or amend. Provide appropriate documentation if necessary.

File a Complaint. If you feel the college has failed to comply with FERPA requirements

Edit your educational records. If you believe your educational records are inaccurate or misleading.

Release your directory information? Your directory information may be released unless you put a confidential hold on this information.

Provide written consent. If you'd like to allow a parent or family member to access your records. This is done on a case-by-case basis.

Access your education records. If you'd like to review your education records, make a request in writing to the Registrar's office (Admissions), identifying which records you'd like to review.

For more information about FERPA, please go to the Admissions' webpage and click on the FERPA link.