

FERPA

(Family Educational Rights and Privacy Act)

North Central Michigan College (NCMC) will exercise every measure to protect students' rights and privacy. The only information that may be released/disclosed is directory information.

DIRECTORY INFORMATION – **NO AUTHORIZATION RELEASE REQUIRED FROM STUDENT:**

- ✓ Name
- ✓ Address
- ✓ Telephone Number(s)
- ✓ Student Classification (active/inactive)
- ✓ Dates of attendance by term/year
- ✓ Full-time/Part-time
- ✓ Degrees/Honors/Dates earned
- ✓ Certificates/ Dates earned
- ✓ Field of Study
- ✓ E-mail Addresses

Note: Records from previous schools become the property of North Central Michigan College and cannot be sent to another school or released to student.

RELEASE AUTHORIZATION REQUIRED: Requires written, signed, and dated authorization from student. (Do **not** release over the phone – even to individual claiming to be the student!)

- ✗ Class Schedule
- ✗ Class Grades
- ✗ GPA
- ✗ Number of credit hours
- ✗ Social Security Number
- ✗ Any/All Financial Aid Information
- ✗ Payment/Billing Information
- ✗ Academic Standing
- ✗ Date of Birth
- ✗ Race/Ethnicity
- ✗ Transcript
- ✗ All records not indicated as directory information

Note: If a PARENT produces a **current** tax form (1040) listing student as a dependent to the Registrar's Office, then any requested information may be released to that parent.

Releasing Information to NCMC employees: Always & only on a NEED TO KNOW basis.

If you have any questions, please call Renee DeYoung or Nicki Morris in Student Services