

SUBJECT: Student Records

I. Introduction

The Board recognizes the importance of student academic records. A permanent record is established for all students enrolling in Midland College.

II. Student Records

- A. A permanent student record may consist of the following items: Applications for admission and supporting documentation, transcripts used for transferring credit toward a degree or certificate at Midland College, official degree plans used to confer degrees or certificates, any documents used to ascertain Texas Success Initiative (TSI) status, grades or grade changes, and course credit data used to produce transcripts, any documents used to apply for and receive credit on a Midland College transcript or used for credit toward a degree or certificate.
- B. The permanent record is maintained, confined, and archived in the Office of the Registrar. The Registrar is the official custodian of student records.
- C. The admissions record provides demographic information required for state, federal, and local reports.

III. Accessibility of Records

- A. The student record is confidential. Authorized personnel with a legitimate educational interest may examine student records. Students wishing copies of their records to be sent to other persons or institutions may request this in writing to the Office of the Registrar or on the Midland College website.
- B. Midland College follows the Family Educational Right and Privacy Act (FERPA); personally identifiable information on the permanent record may be released without written consent of the student to the following:
 - 1. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state educational authorities who require access to student records for the audit and evaluation of a federally supported program or in connection with the enforcement of federally legal requirements that relate to such programs.

2. Personnel involved with a student's application for financial aid, or receipt of same.
3. Accrediting organizations that require the information for the purposes of accreditation.
4. Parents or guardians of a dependent, minor student.
5. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other persons.

IV. Directory Information

Registration information including name, date and place of birth, address, telephone number, major field of study, number of hours currently enrolled, classification, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees candidacy, degrees, and awards received, most recent educational agency or institution attended, photographs that may be used in Midland College publications, videos or internet and Midland College email address designated as "Directory Information." If the student does not want this information used or released, the student should request a Privacy Restriction by contacting the Admissions Office.

V. Record Retention

It is Midland College's policy to follow the record retention schedule as stated in the "Local Schedule JC" as described in Section 441.158 of the Texas Local Government Code. Student enrollment records will be maintained in an electronic format either in the form of data or image. The retention periods stated below applies only to the official record as distinct from a convenience or working copy created for informational purposes. The official copy of a student enrollment record will reside on either the mainframe database or the document Imaging Server. All other documents and copies of such records are not considered official by Midland College and do not fall under the retention regulations.