

ADMISSIONS

Admissions Policy

South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System. The College will admit all applicants who:

- Are 18 years old or older **and/or**
- Have a high school diploma or high school equivalency.

Please note that admission to the College does not guarantee admission to specific academic programs of study at the College. Students must meet additional requirements for the programs. These requirements can be found in the college catalog under Admissions Procedures.

The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

Pursuant to the State Board of Community College Code (1D SBCCC 400.2), SPCC reserves the right to deny admission to any applicant or student:

- during any period of time that the student is suspended or expelled from another educational entity.
- to programs offered where high school students reside (physically or virtually) that require compliance with the Jessica Lunsford Act;
- when there is articulable, imminent, and significant threat to the applicant or other individuals;
- who is not a North Carolina resident who seeks enrollment in any distance education course only if that applicant resides in a state where the college is not authorized to provide distance education in that state.

Admissions Procedures and Information

New students are urged to **complete the admissions process at least two (2) weeks prior to registration and apply for financial aid at least eight (8) weeks prior to registration**. Students must allow a minimum of three business days for application processing. Beginning February 2017, all students applying to SPCC must have a Residency Classification Number (RCN). A RCN is provided to the student within 78 hours of completing the Residency Determination form on CFNC.org. If you are applying to an SPCC health program, refer to www.spcc.edu for the admissions requirements for that specific health program.

Students interested in pursuing a program of study/major **MUST** complete all admissions requirements prior to first-time enrollment. Once all admissions requirements listed below are complete, you will be placed into your program of study and may receive financial aid if eligible. Anyone wishing to register for classes prior to completing his/her admissions file may do so as a Special Credit student. **Special Credit students are not eligible for financial aid**. To ensure your financial aid is in place, make sure your admissions file is complete at least two (2) weeks prior to registration.

Complete the SPCC Application for Admission

- You may complete an application for admission online at www.spcc.edu. If you already have an account with CFNC, use your login information to fill out SPCC’s application. If you do not have an account with CFNC, you may create one prior to filling out the application. If you do not have access to the Internet, you may use our library to complete this part of the process.
- **Submit official high school, high school equivalency, or Adult High School transcript**
- It is your responsibility to request this transcript from the appropriate educational institution. It is also your responsibility to pay any applicable fees to the appropriate institution.
- Official transcripts should be mailed directly from the high school, high school equivalency office, or adult high school to SPCC. Unofficial (student issued, faxed, or e-mailed) transcripts will not be accepted.

- If you graduated from the high school equivalency program at South Piedmont Community College, you may request a copy of your scores from SPCC's Basic Skills Department in lieu of an official transcript.
- If you plan to submit a high school transcript from non-public institutions or online high school programs, you must contact South Piedmont Community College's Admissions Office to determine if the transcript is acceptable for admission into your program of study.

Submit official transcripts from all colleges listed on your admissions application

- Transcripts may be sent from the college electronically through a secure provider such as E-scrip, National Student Clearinghouse, ScripSafe, etc. Contact your college for details.
- All foreign transcripts (secondary and post-secondary) must be evaluated by an authorized evaluation agency at your expense.
- A college transcript waiver may be available for extenuating circumstances.
- After official transcripts have been received, submit a completed Transcript Evaluation Request form to the Registrar for evaluation of prior course credit.

Prepare for and take the College Placement Test (CPT)

- Testing times and dates vary depending on the type of test and campus location. Testing dates and times can be found at www.spcc.edu. We strongly recommend preparing for the test using the study guide found on our website at www.spcc.edu. The purpose of the College Placement Test (CPT) is to enhance your success as an SPCC student. It helps you, as a new student, determine your skills in reading, English, mathematics, and computers. Skills identified through the test, along with advisor guidance, will help place you in the most appropriate course for your success. CPT scores are valid for five (5) years.

Reapplication to the College

If you have not enrolled for two consecutive semesters (spring and fall), you must reapply for admission to the College. Copies of academic transcripts and placement tests may be required. If you have been suspended for academic or disciplinary reasons, you must consult with the Vice President of Student Services.

Admission of High School Students

Career and College Promise

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- A College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
- A Career and Technical Education Pathway leading to a certificate, diploma, or degree;
- A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the General Statutes.

Links to the following web pages with information on Career and College Promise are listed below. Each web page targets a specific audience.

- North Carolina Community College System Office's CCP web page:
www.nccommunitycolleges.edu/academic-programs/career-college-promise
- North Carolina Department of Public Instruction's CCP web page:
www.ncpublicschools.org/ccp/

Early College High School

South Piedmont Community College in collaboration with the Anson County School System and the Union County School System offers Early College High School programs for students living in each county. Early College High Schools are classified as cooperative innovative high schools under the Career and College Promise program. Students apply for admission to Anson County Early College (ACEC) or Union County Early College (UCEC) in the eighth grade. Students enter the Early College program as freshmen and earn a high school diploma and a two-year Associate Degree in Arts or Associate Degree in Science within five (5) years. SPCC tuition is paid for ACEC and UCEC students. Upon graduation, students then apply to transfer to the college or university of their choice.

Admission for Allied Health and Nursing Programs

If you are seeking admission into an SPCC health program, you will be required to meet all health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the specific Allied Health or Nursing Admissions Requirements booklet for the health program in which you seek admission. These booklets may be found on the website at www.spcc.edu. All students seeking admission to a health program must complete a Health Application Plan with the Advising Center immediately after completing their admission to SPCC.

Admission of International Students (Documented)

South Piedmont Community College considers admissions to documented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission
- System Data Gathering Form
- Permanent Resident Alien Card (or other acceptable documentation)

SPCC is not able to issue I-20s to international students.

Although a student may possess valid documentation to be lawfully present in the United States, that documentation does not guarantee the student has capacity to establish a domicile in the United States. Beginning February 2017, all students must complete Residency Determination on www.CFNC.org to receive his/her Residency Classification Number (RCN). The RCN will classify that student as an in or out-of-state student for tuition purposes.

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. You are responsible for your own transportation.

Admission of International Students (Undocumented)

The North Carolina Community College System advised in Memorandum CC10-026 (effective June 10, 2010) that community colleges should admit or enroll undocumented immigrants only as follows:

- Undocumented immigrants who are high school students may enroll in college-level courses consistent with the Career and College Promise policy. Participation in this program is not based on legal residence, but on attendance in a North Carolina high school. These courses are open to all high school students attending high school (public, private, or home school) located in the state who meet the eligibility criteria.
- Undocumented immigrants may enroll in non-college level courses or programs including high school equivalency preparation courses, Adult Basic Education, Adult High School, English as a Second Language and other continuing education courses less than college level.
- Undocumented or battered illegal immigrants who have been determined to meet one of the qualifying conditions in Federal Law, 8 USC Section 1641 are eligible for college-level courses. It is the applicant's responsibility to produce sufficient written documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.

- Undocumented immigrants must have attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state and local law. Undocumented immigrants with a high school equivalency diploma are not considered to be “graduated from a United States public high school, private high school, or home school” and therefore are not eligible to be admitted.
- Undocumented immigrants who are registered into a class are required to pay the out-of-state tuition rate. The College shall not enroll undocumented students into a class or program of study for which there are waiting lists, nor register undocumented students for classes until the conclusion of the last published (i.e., late) registration period.

College Placement Testing

The purpose of the College Placement Test (CPT) is to enhance your success as a student at South Piedmont Community College. It helps you, as a new student, determine your skills in English, reading, mathematics and computer skills. Skills identified through the CPT, along with counselor or advisor guidance, will help with placement in the most appropriate courses for your success. CPT scores are valid for five (5) years.

All associate degree, diploma, certificate, special credit, high school, and health program applicants must complete the CPT (Reading, English, Mathematics and Computer Skills) or qualify for a CPT waiver prior to registration. All degree and diploma students must meet all CPT requirements prior to completing their program of study. Students transitioning from a certificate program into a diploma or degree program must meet the DMA 040 or MAT 070 requirement for graduation even if there is no math course in the program.

SPCC CPT Score Report/Academic Assessment

Placement	Minimum Required Score
English/Reading Cut Score:	
Counselor Referral	Below 104
DRE 096	104
DRE 097	117
DRE 098	136
ENG 111	151
Computer Skills:	
CIS 110	80
Mathematics:	
Counselor Referral	1 - DMA 010; 6 or below - all other DMA sections
DMA 010	7
DMA 020	7
DMA 030	7
DMA 040	7
DMA 050	7
DMA 060	7
DMA 070 and DMA 080	Based on DMA 060 score

You must show proof of ID (State, Federal, or College ID) before admission to the Testing Center. Minors without proper ID must contact the Testing Center prior to testing. The Testing Center staff will offer “pre-test” advisement to you regarding the serious nature of the test. Test resources and study materials are available on the SPCC website www.spcc.edu.

Once you have completed the College Placement Test, the Testing Center staff will refer you to a counselor or to an advisor in the Advising Center for further assistance. Contact one of the following for Testing/Assessment information:

L. L. Polk Campus:	704-272-5338
Old Charlotte Highway Campus:	704-290-5841

CPT Exemptions

All new students applying to a curriculum program are required to take the CPT unless they qualify for a CPT Waiver through one of the following options:

Multiple Measures Waiver for North Carolina High School Graduates

As evidenced by an official high school transcript, a student must have:

- Graduated within five (5) years of starting classes at SPCC
- Achieved an un-weighted GPA of 2.6 or higher
- Completed a fourth level math course
(Advanced Functions and Modeling, AP Calculus, AP Statistics, Discrete Mathematics, Essentials for College Math, Integrated Mathematics IV, Mindset, Pre-Calculus, International Baccalaureate Mathematics, or International Baccalaureate Computer Science)

For additional fourth level math course information, contact the SPCC Admissions Office.

Standardized Test Scores

As evidenced by official SAT or ACT test score reports that were taken within five years of starting classes at SPCC, a student must meet following scores. However, if test scores are from March 2016 or after, students must meet the minimum SAT score of 480 on Evidenced Based Reading and 530 on Math.

SAT	Minimum Score	CPT Section Waived
Critical Reading	500	Reading/English
Writing	500	Reading/English
Mathematics	500	Math
ACT	Minimum Score	CPT Section Waived
Reading	22	Reading/English
English	18	Reading/English
Mathematics	22	Math

College-Level Transfer Credit

As evidenced by an evaluated official college transcript, student must have completed a college-level English and/or math from a regionally accredited institution with a grade of "C" or higher. All transfer credit must be officially transferred in by the Registrar's Office before any CPT waiver will be awarded. SPCC Transcript Evaluation forms must be submitted to allow the Registrar to evaluate the official college transcript.

Transferable Developmental Course Credit

As evidenced by an evaluated official college transcript, student must have completed all program required developmental level courses in English and/or math from a regionally accredited institution with a grade of "C" or higher within five (5) years of enrolling at SPCC. All transfer credits must be officially transferred in by the Registrar's Office before any CPT waiver will be awarded. SPCC Transcript Evaluation forms must be submitted to allow the Registrar to evaluate the official college transcript.

Advanced Placement (AP) and College Level Exam Program (CLEP) Waivers

Exception will be allowed as evidenced by official score reports for required English and/or math sent to SPCC directly from Advanced Placement (AP) or College Level Exam Program (CLEP) agencies. Scores vary by test and subject area. Visit AP or CLEP websites for full details.

Bachelor's Degree Waiver

As evidenced by an official college transcript, applicants who have completed a bachelor's degree or higher will be exempt from taking the placement test.

Program Waiver

If a student is participating in a program that does not require testing for entry, the College Placement Test may be waived while the student participates in that program. If the student leaves the program, the student will be required to take the college Placement Test prior to admission into another program.

Students must present all appropriate documentation when requesting a waiver. Students who qualify for a waiver in either English or math, but not both, will need to complete the CPT section not exempted. Transcripts are considered to be "official" when issued in a sealed, unopened envelope by the granting institution. If you have questions about whether the transcript you have on hand may be considered as an official copy, contact the Admissions Office.

Mathematics Direct Placement

A student may place directly into Calculus I (MAT 271) if the student has met at least one of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB exam.
- A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher.
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test.
- A score of 580 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

See the Testing Center or Advising Center for more information.

Language Placement Testing

SPCC requires Language Placement Testing for all students who register for any 111 language, except for American Sign Language (ASL). Placement tests ensure that students are placed into the appropriate levels of language courses. Students with previous instruction in a language or native speakers of a language must contact the Chair of the Department of Communication, Languages, and Social Sciences to schedule a placement test.

Placement test scores indicate the level of placement for language courses:

Spanish		French	
SPA 111	below 270	FRE 111	below 260
SPA 112	270-345	FRE 112	260-336
SPA 211	346-427	FRE 211	337-402
SPA 212	above 427	FRE 212	above 402

Students who place out of a language class will receive non-course equivalency to meet SPCC course prerequisites. Non-course equivalency may not transfer to universities.

Waivers of Language Placement Testing

Students who have no previous experiences with language may apply for a waiver of the Language Placement Test that allows registration in 111 classes.

Placement Testing for Distance Learning Students

Students outside the College's service area should contact the Director, Admissions and Testing for information on College Placement Testing at 704-290-5847.

CPT Retest Procedures

You may be granted ACCUPLACER retest permission by the Testing Center if the following applies:

- You took original test section within five (5) years **AND**
- You have completed one of the following remediation actions:
 - Minimum of eight (8) hours tutoring documented by the Academic Support Center
 - For math, demonstrate 50 percent progress on at least three (3) needed Missions on Khan Academy.
 - For reading, score 40 on all five practice tests for reading and three practice tests for sentence skills on www.test-guide.com.
- Pay required retest fee
 - A student is permitted one (1) retest per test section (DMA or DRE) as long as the scores are valid (five years).
 - A student may retest free of charge if appropriate test section was taken over five (5) years ago or a special circumstance exists.

Students retesting must provide Retest Authorization form obtained from Students Services, documentation of remediation, receipt, and a photo ID at the time of the retest, at which time the Testing Center staff will ensure eligibility. Testing staff and/or the Director, Admissions and Testing, reserve the right to disallow a retest if validity of a request is questioned.

TABE Retest Guidelines

You may be granted TABE retest permission by the Testing Center if the following applies:

- You took original test section within one (1) year **AND**
- You have completed one of the following remediation actions:
 - Minimum of eight (8) hours tutoring documented by the Academic Support Center
 - Demonstrate 50 percent progress in the subject area from an on-line test preparation website. An approved list of sites can be obtained from the testing center.
 - Pay required retest fee
 - A student is permitted one (1) retest per test section every two (2) months
 - A student may retest free of charge if the test section was taken over one (1) year prior

Students retesting must provide Retest Authorization form, documentation of remediation, receipt, and a photo ID at the time of the retest, at which time the Testing Center staff will ensure eligibility. Testing staff and/or the Director, Admissions and Testing, reserve the right to disallow a retest if validity of a request is questioned.

Acceptance of Credit

SPCC evaluates, awards, and accepts credit for transfer, credit by exam, credit by nationally recognized industry credential, and advanced placement. The College ensures that all associated coursework and learning outcomes are at the collegiate level and comparable to those for SPCC degree programs.

All requests for transfer credit should be made before enrolling but after application and transcripts are received at South Piedmont Community College. In order to obtain transfer credit evaluations, a student must complete a Transcript Evaluation form and supply the College with appropriate transcripts as well as course descriptions or catalogs, if the College requests them.

Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. Transfer credit may be awarded for appropriate military courses based on American Council on Education (ACE) recommendation. If a student submits transcripts from foreign universities, it is his or her responsibility to provide accurate translations from an approved evaluation agency (e.g., WES) of the (a) transcript, (b) course descriptions, and (c) grading system. Credit will be evaluated in the context of the current SPCC college catalog and awarded according to the following criteria:

- Prior coursework must correspond in instructional hours and content and must be substantially similar to SPCC courses required in the degree, diploma, or certificate being sought. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or as standalone by using the 3:2 ratio (2/3). Coursework must have been completed at a regionally accredited college recognized by the Commission on Colleges or other nationally known accrediting body.
- Coursework must have been completed with a “C” or better.
- Transfer students must meet Residency Requirements for Graduation.

The decision as to how much, if any, transfer credit will be awarded and how such transfer credit will be applied is discretionary on the part of the College.

Noncredit to Credit Policy

South Piedmont Community College awards curriculum credits for non-credit work. This includes nationally recognized industry credentials, credit by examination, approved Continuing Education courses, or through provisions identified in numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.

Students interested in receiving curriculum credits for non-credit work (continuing education courses, state or national licenses) may obtain information from the Registrar’s Office at the time of admission.

Comprehensive Articulation Agreement

The 2014 Comprehensive Articulation Agreement (CAA), approved February 2014, between the State Board of the North Carolina Community College System and the Board of Governors of the University of North Carolina establishes the procedures for governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of the University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or an Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of “C” or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course bases.

Additionally the Independent Comprehensive Articulation Agreement allows for transfer of Associate in Arts and Associate in Science degree program credits to some private institutions. For more information regarding the transfer status of specific courses and curricula, visit the Future Students section on the SPCC Website or contact the senior institution.

Advanced Placement (AP) Course Credit

Applicants to SPCC may request transfer credit for subjects taken in high school if they have a designation of Advanced Placement and appropriate score on an Advanced Placement exam at the end of the course. Credit must be applicable to your current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required. All approved and recorded Advanced Placement credit will be assigned a grade of "AP".

College Level Examination Program (CLEP) Credit

Applicants to SPCC may request transfer credit for subjects covered under placement examinations. The College Level Examination Program (CLEP) subject area exams may be evaluated for SPCC college credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to your current degree or diploma requirements and must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

Tech Prep Credit

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program. Pertaining to credit for Tech Prep, the College adheres to the North Carolina High School to Community College Articulation Agreement as set forth by the North Carolina Community College System and the NC Department of Public Instruction. The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College.

Requirements for the Tech Prep advanced placement are:

- Earn a grade of "B" or higher in the course at the high school level and
- Score a 93 or higher on the course post-assessment

In order to receive credit as per the agreement, you must enroll at the community college within two years of your high school graduation date and immediately notify the Registrar of your Tech Prep status.

Courses accepted for advanced placement will appear on your transcript. All approved and recorded Tech Prep credit will be assigned a grade of "TP".

Educational Experiences in the Armed Services Credit

It is the policy of South Piedmont Community College to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education. Credit will be given on the basis of individual evaluation by the Registrar. Creditable military experience must closely correspond to courses in the South Piedmont Community College curriculum for which you are applying. College credit earned while in the Armed Services must be substantiated with an official transcript of coursework from the Department of Defense or applicable college.

International Transcript Credit

International transcripts require an official English translation. If your college or university transcripts are not from the United States, you must have an International Transcript Evaluation completed by an evaluation agency at your expense. Submit your transcript, course descriptions, and the grading system to an agency recognized by the National Association of Credential Evaluation Services (NACES),

World Education Services (WES), or International Education Evaluations, Inc. (IEE) for an international evaluation. A letter grade of "A," "B," or "C" and earned credit hours must be provided for each course. Course equivalencies based on terms such as "Excellent" or "Good" are not acceptable. If you submit transcripts from foreign universities, it is your responsibility to provide accurate translations of (1) the transcript, (2) course descriptions, and (3) the grading system.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 grants to you certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by SPCC. Specifically, SPCC has adopted the following general guidelines and specific procedures on access to and release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34 (§99.31 (a)(2)).

Directory Information

Certain information is considered to be "directory information" and may be used for directory purposes unless you specifically request directory information to be protected. SPCC may, but is not required, include all of the information listed. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information relating to a student includes the following:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- Student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Right of the College to Refuse Access

SPCC reserves the right to refuse to permit you to inspect the following records:

- Financial statement of your parents
- Letters and statements of recommendation for which you have waived your rights of access or which were filed before January 1, 1975
- Confidential letters and statements of recommendation concerning admission, employment, honor or honorary recognition if you have signed a waiver of your right of access
- Record being withheld for failure to meet financial obligations

Disclosure of Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Educational Records means those records, files, documents, and other materials that contain information directly related to a student and are maintained by SPCC or by any person acting for the College. Not included in the term "educational records" are records of instructional, supervisory, and administrative personnel and records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional capacity. Any student has the right to his/her educational records. This includes the right to:

- Inspect and review the contents of these records.
- Obtain copies of those records at the cost of reproducing those copies.
- A response from the custodian of the records to reasonable requests for explanations and interpretations of those records.
- An opportunity for a hearing to challenge the content of those records.

Disclosure of Educational Records to Third Parties

SPCC will disclose information from a student's educational records only with the written consent of the student, except to:

- School officials (administrators, professional staff, faculty, and Board of Trustee members) who have a legitimate educational interest in the records.
- Certain officials of the U.S. Department of Education, the Controller General, and state and local education programs.
- Comply with a judicial order or a lawfully issued subpoena, only after a reasonable effort has been made to notify the student involved of such order.
- Appropriate parties in a health or safety emergency.
- Accrediting agencies if the information is necessary to the accrediting organization in order to carry out their accrediting function.

For additional information pertaining to the Family Educational Rights and Privacy Act (FERPA), consult the Registrar or Vice President of Student Services.

Destruction of Records

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide you the information contained in such records following their destruction.

FERPA Exceptions

The only exceptions to this rule of confidentiality are the following:

1. If you are clearly likely to do physical harm to another person in the near future, it is your counselor's duty to warn the person involved. This step would be taken as a last resort and only if absolutely necessary.
2. If you are clearly likely to do physical harm to yourself in the near future, it is your counselor's duty to contact others. This step would be taken as a last resort and only if absolutely necessary.
3. If you share information about the abuse or neglect of any juvenile(s) or disabled adult(s), your counselor may be required by state law to report that information to the Department of Social Services.
4. If ordered to do so by a judge as part of judicial proceedings.

