

# 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 a legal resident of the United States and who either:
- are high school graduates or are at least 18 years of age

The College will admit an undocumented immigrant as an out-of-state resident, regardless of where the applicant resides, only if the applicant has attended and graduated from a United States public school, private high school, or home school that operates in compliance with state and local law.

Please note that admission to the College does not guarantee admission to specific academic programs. Students must meet additional requirements for admission to individual 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 October 2017, all students applying to SPCC must have a Residency Certification Number (RCN). A RCN is provided to the student upon completion of the Residency Determination form on CFNC.org. Applicants to an SPCC health program should refer to [www.spcc.edu](http://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, students will be placed into their program of study and may receive financial aid if eligible. Applicants 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 financial aid is in place, applicants should make sure the admissions file is complete at least two (2) weeks prior to registration.

### Complete the SPCC Application for Admission

- Complete an application for admission online at [www.spcc.edu](http://www.spcc.edu). Students who already have an account with CFNC can use existing login information to fill out SPCC’s application. Those who don’t have an account with CFNC may create one prior to filling out the application. Students without access to the Internet may use SPCC’s computers to complete this part of the process.

### Submit official high school, high school equivalency, or Adult High School transcript

- It is the student’s responsibility to request this transcript from the appropriate educational institution. It is also the student’s 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.
- Students who graduated from the high school equivalency program at South Piedmont Community College may request a copy of their scores from SPCC's Basic Skills Department in lieu of an official transcript.
- Anyone who plans to submit a high school transcript from non-public institutions or online high school programs must contact South Piedmont Community College's Admissions Office to determine if the transcript is acceptable for admission into their program of study.
- Students with a bachelor's degree or higher who submit official college transcripts showing degree completion are not required to submit high school transcripts.

#### **Submit official transcripts from all colleges listed on the admissions application**

- Transcripts may be sent from the college electronically through a secure provider such as E-scrip, National Student Clearinghouse, ScripSafe, etc. Contact previous college for details.
- All foreign transcripts (secondary and post-secondary) must be evaluated by an authorized evaluation agency at the student's expense. Post-secondary evaluations must include grades, course descriptions, and grading scale.
- 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](http://www.spcc.edu) when making an appointment. Preparing for the test by using the study guide found at [www.spcc.edu](http://www.spcc.edu) is strongly recommended. The purpose of the College Placement Test (CPT) is to enhance success as an SPCC student. It helps each student to determine skills in reading, English, and mathematics. Skills identified through the test, along with advisor guidance, will help place students in the most appropriate course for success. CPT scores are valid for five (5) years.

### **Reapplication to the College**

Students who have not enrolled for two consecutive semesters (spring and fall) must reapply for admission to the College. Copies of academic transcripts and new placement test scores may be required. Students who have been suspended for academic or disciplinary reasons 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](http://www.nccommunitycolleges.edu/academic-programs/career-college-promise)
- North Carolina Department of Public Instruction's CCP web page:  
[www.ncpublicschools.org/ccp/](http://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**

Students seeking admission into an SPCC health program 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 admission is sought. These booklets may be found on the website at [www.spcc.edu](http://www.spcc.edu).

### **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
- 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 October 2017, all students must complete Residency Determination on [www.CFNC.org](http://www.CFNC.org) to receive his/her Residency Certification 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. Each student is responsible for their 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 the success of each student at South Piedmont Community College. It helps new students to determine their skills in English, reading, and mathematics. Skills identified through the CPT, along with counselor or advisor guidance, will help with placement in the most appropriate courses for 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) 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 010 - 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
<b>English/Reading Cut Score:</b>	
Counselor Referral	Below 104
DRE 096	104
DRE 097	117
DRE 098	136
ENG 111	151
<b>Mathematics:</b>	
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

Students 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 regarding the serious nature of the test. Test resources and study materials are available on the SPCC website [www.spcc.edu](http://www.spcc.edu).

Once students have completed the College Placement Test, the Testing Center staff will refer each student 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, students 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, students 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 and from submitting a high school transcript.

### 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. Questions about whether a transcript may be considered as an official copy should be directed to 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.

## 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

Students may be granted NC DAP retest permission by the Testing Center if the following applies:

- The student took original test section within five (5) years **AND**
- The student has completed one of the following remediation actions:
  - Minimum of eight (8) hours tutoring per subject 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](http://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

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

- The student took original test section within two (2) months **AND**
- The student has 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 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 Request 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 may obtain information from the Registrar’s Office at the time of admission. Students may also visit SPCC’s web site under Students/Apply Now/Credit Articulation at SPCC, to view currently valid industry certifications, pre-approved Continuing Education courses, and submission forms.

### **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 the student's 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 the student's 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, a student must enroll at the community college within two years of their high school graduation date and immediately notify the Registrar of their Tech Prep status. 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 the student is 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 a student's college or university transcripts are not from the United States, the student must have an International Transcript Evaluation completed by an evaluation agency at their expense. Submit the 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 a student submits transcripts from foreign universities, it is their 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 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 a student specifically requests directory information to be protected. SPCC may, although 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 may include 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

**Right of the College to Refuse Access**

SPCC reserves the right to refuse permission to students to inspect the following records:

- Financial statement of a students' parents
- Letters and statements of recommendation for which a student has waived their 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 a student has signed a waiver of their 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 who have a legitimate educational interest.
- Certain officials of the U.S. Department of Education, the Controller General, Attorney General, Secretary, and state and local education programs.
- Specified officials for audit or evaluation purposes.
- Organizations conducting certain studies for, or on behalf of, the school.
- Accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or a lawfully issued subpoena.
- Appropriate officials in cases of health or safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

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 a student with the information contained in such records following their destruction.

**FERPA Exceptions**

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

1. If a student is clearly likely to do physical harm to another person in the near future, it is the counselor's duty to warn the person involved. This step would be taken as a last resort and only

if absolutely necessary.

2. If a student is clearly likely to do physical harm to themselves in the near future, it is the counselor's duty to contact others. This step would be taken as a last resort and only if absolutely necessary.
3. If a student share's information about the abuse or neglect of any juvenile(s) or disabled adult(s), the counselor may be required by state law to report that information to the Department of Social Services.