



FINANCIAL AID RECORDS

POLICY

1. In the handling of student records, Sherman College of Chiropractic will comply with the provisions of the Family Education Rights and Privacy Act of 1974.
2. Use of Student Records: Student records, financial, academic and personal, are confidential in nature, and they will be used internally by administration, faculty, and staff in such a way as to protect their confidential nature at all times.
3. Release of Student Records: Student records, except for Directory Information (described below), will be released only to appropriate administrative officers, faculty, parent or guardian, and students themselves. Release of these records to other colleges, governmental and legal agencies shall occur only upon approval of the student or former student or upon subpoena.
4. Types of Records Maintained:
 - a. Confidential -- restricted access: kept 5 years after graduation and then destroyed. Financial Aid Director is responsible.
 - b. Academic

Records submitted for admission -- Director of Admission

Grade Reports, Transcripts, Permanent Record -- Registrar

Directory Information -- student's name, address, phone number, date of attendance, parents address, awards received, and date and place of birth -- Registrar, Public Relations Director
5. Rights of Students
 - a. The student will be allowed to inspect any record kept for that student except: 1) the records or minutes of the scholarship committee, 2) or any other record or document not required by law to be divulged to students.
 - b. The student has the right to withhold disclosure of any category of Directory Information.
6. Procedure for the Exercise of Rights



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- a. To withhold disclosure of Directory Information the student must notify the student Records Office in writing.
- b. To inspect any financial aid record that is available under the provisions of the Family Educational Rights and Privacy Act of 1974, the student may request an inspection of his/her files by contacting the financial aid director.

When the individual has properly identified himself or herself to the financial aid director, the director will set a date for inspection of those records under the supervision of the director. If the record(s) to be inspected is not under the financial aid director's supervision, the director will contact the appropriate officer and make arrangements for inspection.

Inspection will be allowed as soon as possible and in all cases within 45 days, as required by the Family Educational Rights and Privacy Act of 1974.

- c. If a student requests a record correction, the financial aid director will collect the necessary information and make such correction if it is not to be challenged.