

# IMPORTANT NOTICE

Please read this notice carefully and if you have questions, please contact the Financial Aid Office.

### OFFER AMOUNTS

Financial aid offer amounts are based on **full-time enrollment** rather than actual enrollment status. If you are not full-time, offer amounts will be reduced based on actual enrollment status as of the financial aid census date. Enrollment status for students in vocational programs must be calculated using the clock-to-credit-hour conversion formula. If you are unsure about how to calculate this, please contact the Financial Aid Office. The following chart lists the enrollment status based on credit hours.

Full Time (FT) 12 or more credit hours	$\frac{3}{4}$ Time (TQT) 9-11 credit hours	$\frac{1}{2}$ Time (HT) 6-8 credit hours	Less Than $\frac{1}{2}$ Time (LHT) 5 credit hours or less
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### LATE START CLASSES

Financial aid will not be disbursed to students for late start courses until attendance is verified in the course(s). Students will continue to register for all courses prior to the census date, including late start courses. For these dates, please visit the Dates and Deadlines page of the Financial Aid website. Tuition and fees are charged for all courses at the time of registration. Students will be allowed to charge textbooks for all courses, late start courses included, on Bookstore charge dates. Once the course starts and attendance is verified, additional funds will be disbursed to the student on scheduled disbursement dates. If the late start class does not increase the student's enrollment status, no additional funds will be disbursed.

### STATE GRANTS

Some students may be awarded one or more of the following North Carolina grants.

North Carolina Community College Grant (NCCCG)  
 North Carolina Educational Lottery Scholarship (NCELS)  
 North Carolina Longleaf Commitment Grant (NCLCG)

Please note that the amounts listed for the grants are for **full time** enrollment (12 credit hours or more). However, in order to receive the NCCCG Full Time PLUS Grant, you **MUST** be enrolled in 15 credit hours or more. If you attend less than full time, these state grants **will be adjusted to match enrollment status**. Students enrolled less than half time are not eligible to receive funds from these State Grant programs. State grants are **not** awarded during the summer semester.

### PELL CHECKS

If a student has excess funds remaining on their account after all charges have been paid, the college will issue the student a check in the amount of the excess. Listed below

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# Terms and Conditions of 2022-2023 Financial Aid Offer

## Student Rights and Responsibilities

**Determination of Offers:** Within its available resources, Isothermal Community College attempts to meet the financial need of its students. Student financial need is determined by subtracting the parent's and/or student's contribution (EFC), as shown on the federal Student Aid Report, from the total estimated cost of attendance.

**Outside Offers:** Students receiving aid from sources outside the institution, such as private scholarships, are required to notify the Financial Aid Office so that this aid can be coordinated with other assistance. Please note that outside aid can affect the amount of eligibility the student has for other forms of need-based aid.

**Enrollment Status:** Most financial aid offers are based on a student's enrollment status. To be classified as full-time, a non-vocational student must be registered for 12 or more credit hours. Registration for 9 to 11 credit hours is a three quarter-time enrollment status. A half-time enrollment status is defined as being registered for 6 to 8 credit hours, while less than half-time is defined as being registered for 1 to 5 credit hours. The enrollment status of vocational students is measured according to the clock-to-credit-hour conversion. Enrollment status is measured as of the "financial aid census date" which is published on our Dates and Deadlines webpage for each term. Only classes required by the student's program of study and developmental classes will be counted in enrollment status. Audited classes will not be included. If a student is listed by their instructor as a "no show", that class will not be counted. (Note: If a student changes his/her program of study, it may affect enrollment status and the amount of aid they are eligible to receive). A repeated class can be counted if the student received a failing grade previously. If a passing grade (D or higher) was received previously, federal regulations will allow the class to be included in enrollment status for one additional term. The above definitions apply to **all terms** including the summer term. Financial aid will not be disbursed to students for **late start courses** until attendance is verified in the course(s). Students must register for all courses prior to the census date, including late start courses. Tuition and fees are charged for all courses at the time of registration. Students are allowed to charge textbooks for all courses, late start included, on Bookstore charge dates. Once the course starts and attendance is verified, additional funds will be disbursed to the student on scheduled disbursement dates. If the late start class does not increase the student's enrollment status, no additional funds will be disbursed.

**Vocational Programs:** The following are vocational programs and are calculated using the clock-to-credit-hour conversion (see above for information):

Computer-Integrated Machining Diploma (D50210)  
Dental Assisting Diploma (D45240)

Esthetics Technology Certificate (C55230)  
Practical Nursing Diploma (D45660)

**Developmental Courses:** Federal regulations allow students to be awarded financial aid up to 30 credit hours of developmental course work. Developmental courses have a course number that begins with a zero (MAT 003, ENG 002, etc.). Hours beyond the 30 credit hour limit will not be included in the student's enrollment status (see above paragraph). Students who are nearing the maximum limit may have their enrollment status reduced should developmental hours cause them to exceed the 30 credit hour limit. For example, a student who attempted 28 developmental credit hours and enrolls in a 4 credit hour developmental class will only have 2 of the 4 hours included in enrollment status. It is the student's responsibility to be aware of the number of developmental hours attempted. Grades earned in developmental courses will be included in the calculation of financial aid grade point average (GPA).

**Satisfactory Academic Progress (SAP):** All students receiving federal assistance must meet minimum standards of progress to remain eligible. Please make sure you have read and are familiar with the satisfactory academic and progress policies listed in the Isothermal Community College Catalog/Handbook. Also, you may refer to the document titled "Satisfactory Academic Progress for Financial Aid Recipients" located on ICC's website. Remember, it is **your** responsibility to maintain satisfactory academic progress. It is also your responsibility to be aware of the consequences for not maintaining a satisfactory level of progress. The Satisfactory Academic Progress Appeal process is also located on ICC's website.

**Information Changes:** It is the student's responsibility to notify the Financial Aid Office in writing of changes of name, address, email, home telephone number, academic program, or enrollment status. Students changing their address or phone number should also complete a Change of Address form with the Admissions Office. The address maintained by the Admissions Office is considered the student's official address to which all correspondence will be sent. Failure to maintain an up-to-date address could result in the student not receiving important letters and notifications from the college. **Students are required to notify the Financial Aid Office if withdrawing from all classes (see Return to Title IV below).**

**Review and Adjustment of Offer:** The Financial Aid Office reserves the right to review and adjust or cancel an offer due to changes in financial, enrollment, program, or academic status. Offers also may be adjusted or canceled if an error is made in determining eligibility for aid, calculating the amount of aid or if information on the application or need analysis is determined to be incorrect. Offer funding is dependent upon availability and could result in offer adjustments or cancellations.

**Return to Title IV:** If a student officially withdraws from all classes prior to the 60% point of the semester, the student will be required by federal regulations to repay any unearned portion of his/her financial aid. Each day a student attends class, they are earning a portion of their financial aid. This overpayment is known as a Return to Title IV calculation (R2T4). The amount of aid to be returned for official withdrawals will be calculated using the date of withdrawal if the LDA is not known. The amount of aid to be returned for unofficial withdrawals (F, I, or R) will be calculated using the 50% point of the semester. Please note: ICC is a school that is not required to take attendance and therefore may not have recorded LDA's for students. Last date of attendance refers to an academically-related activity as defined in the Federal Student Aid Handbook. This is considered the last date an assignment was submitted in an online course. The student will be notified in writing the amount owed to the college and/or Department of Education. Failure to make payment will result in the student being reported to the Department of Education and/or a collection agency. This action will also interrupt future financial aid offers. The student will not be able to register for classes, receive transcripts, or grade reports. To avoid an R2T4 overpayment, the student must attend beyond the 60% point of the semester. The student is then considered to have earned all of his or her Title IV aid. The 60% date is published on our [Dates and Deadlines](#) page. If a student is only enrolled in short term classes, the 60% date may vary. Any student who plans to withdraw should consult with the Financial Aid Office for information on any charges that are to be refunded or repaid.

**Federal, State, and Institutional Funds:** Federal, state, and institutional funds committed in this offer are contingent upon actual receipt of funds by Isothermal Community College. Offer adjustments or cancellations may occur dependent upon availability of funding. Additionally, all offers are subject to funding and program regulations relative to the individual program or offer granted to the student.

**Failure to Return to School:** Many awards are based on continuous enrollment. These awards may be canceled for students who fail to enroll for a subsequent semester. For example, an offer may be designated for the fall and spring semester. If the student does not attend the spring semester, they will not receive the offer amount for that semester.

**Payment of Federal Work-Study:** If the offer includes employment under the Federal Work-Study Program (FWSP), the amount shown for this category is the amount the recipient is *estimated* to earn during the offer period as a result of work performed and the hours necessary to perform such work. This amount **cannot** be exceeded. Federal Work-Study offers can be changed if the minimum wage rate changes during the academic year. Offers can be canceled if the recipient fails to perform the assigned work in a satisfactory manner.

**Repayment:** Any student who withdraws from school, reduces the number of credit hours enrolled, is administratively withdrawn from classes, or takes courses outside his/her specified program of study, may have to repay all or a portion of his/her award.

**Disbursement of Funds:** The total scheduled Pell Grant offer is divided between the fall and spring semesters. Summer semester funding for Pell Grant or Powers Service Scholarship may be available for the summer semester. If a student attends both fall and spring full time, they would need to be enrolled in a minimum of six credit hours during the summer to receive Federal Pell Grant. Tuition and fees are deducted from the grant each semester. Required books and supplies may also be deducted during scheduled periods as posted by the Bookstore (photo ID required). A check is issued to each recipient for the balance of the Pell Grant (if any) not used for tuition, fees, books, and supplies. Powers funding is only for tuition and fees. Check disbursement dates are published on our [Dates and Deadlines](#) page. Please refer to the website for distribution information. The scheduled offer will be amended if enrollment status changes during pre-registration, registration, or schedule adjustment.

**Lifetime Pell Grant Eligibility:** Students have a lifetime Pell Grant limit of 600% (12 full time semesters). Once a student has received 600%, they are no longer eligible for Pell Grant funds. This percentage will be checked at the National Student Loan Data System and the Financial Aid Office. Only one school may disburse a Pell Grant to a student during any given semester. If the student receives Pell Grant funds at more than one school at the same time, the student can expect one of those payments to be terminated and could owe money as a result.

**Year Round Pell Grant Eligibility:** The scheduled award for a Pell Grant is normally broken into two payments based on full-time enrollment. The student receives 50% of their scheduled award for the fall semester and the other 50% for the spring semester. However, if a student does not attend full-time during either of these terms, they will have funds remaining that can be disbursed during the summer term. In order for students who have attended full time both fall and spring to receive additional funding for the summer semester, they must be enrolled in a minimum of six credit hours.

**Overpayments:** When aid is disbursed, a student is entering into an agreement with the U.S. Department of Education (ED). They agree to begin and complete their classes, and ED agrees to provide aid for which the student is eligible. Withdrawing, dropping, or failing to show up for a class that has been included in enrollment status voids the agreement, and aid eligibility must be recalculated. Students should contact the Financial Aid Office before dropping a class. Students will be notified by the Financial Aid Office should an overpayment occur. The student must immediately contact the Financial Aid Office to resolve an overpayment. Unresolved overpayments will be referred to the U.S. Department of Education for collection, and the student's eligibility for Federal aid will cease until the overpayment has been satisfied. Loss of Federal aid eligibility will not only be at ICC, but at any other Title IV eligible school the student attempts to attend.

**Payment of State Grants:** These offers are based on funding allocations from the North Carolina State General Assembly and may be canceled at any time during the year should the appropriations be changed by the General Assembly. The NCCCG, NCELS, and NCLCG require the student to be enrolled at least half-time. Please note that the Full-Time PLUS Grant will only be awarded to students who are enrolled in at least 15 credit hours. State grants are **not** awarded for the summer term.

**Payment of Other Offers:** Other grants and scholarships carry the following stipulations:

**Federal Supplemental Educational Opportunity Grant (FSEOG), Wells Fargo Technical Scholarship:** May be canceled for students who fail to enroll for a subsequent semester.

**Institutional Scholarships:** If you are to receive a refund check, it will be mailed to the current mailing address on file in our system. To update your current address, please contact the Admissions Office at [admissions@isothermal.edu](mailto:admissions@isothermal.edu).

**Most Other Scholarships:** As stipulated by the rules and regulations governing the individual scholarship program.

**Re-Application:** The continuation of financial aid from year to year is **not** automatic. If you plan to be enrolled in college next year, you must re-apply for financial aid. The new Free Application for Federal Student Aid will be accessible online at [www.fafsa.gov](http://www.fafsa.gov) by October of each year.

**Offer Letter:** The offer letter shows the amount of federal a student may be eligible to receive. Offer amounts are based on full-time enrollment rather than actual enrollment. Receipt of an offer letter **does not guarantee** the student will be eligible to receive the funds listed. Eligibility for aid is determined at the time aid is disbursed. A student's eligibility may change between the time they receive an offer letter and when the aid is actually disbursed.

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It is federal policy to allow ICC to automatically pay tuition and fees with the federal Pell Grant, with or without your permission. Other non-institutional charges, such as books, fines, or other charges on your account are authorized by your FAFSA signature. Students that choose to prevent the use of financial aid from paying the above stated non-institutional charges must notify the Financial Aid Office in writing. You may choose to rescind your authorization at any time by contacting the Financial Aid Office at 828-395-4198.

## Federal Student Financial Aid Regulations for Drug Law Violations

Regulatory Citation: Higher Education Act, Section 484(r) 34 CFR 668.40

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid – they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession or if the student has previous offenses. Note that a conviction for sale of drugs includes convictions for conspiring to sell drugs.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program as defined below. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following:

1. Successfully completing a rehabilitation program, see below, which includes passing two unannounced drug tests from such a program;
2. Having the conviction reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale of three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to the school that he/she has successfully completed the rehabilitation program.

### Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

# **Isothermal Community College Office of Financial Aid**

## **Return to Title IV Refunds**

### **Treatment of Federal Student Aid When a Student Withdraws**

If a student officially withdraws from all classes prior to the 60% point of the semester, the student will be required by federal regulations to repay any unearned portion of his/her financial aid. Each day a student attends class, he or she is earning a portion of their financial aid. This overpayment is known as a Return to Title IV calculation (R2T4). The amount of aid to be returned for official withdrawals will be calculated using the date of withdrawal if the LDA is not known. The amount of aid to be returned for unofficial withdrawals (F, I, or R grades or combination of F's and withdrawals) will be calculated using the 50% point of the semester. Please note: ICC is a school that is not required to take attendance and therefore may not have recorded LDA's for students. Last date of attendance refers to an academically-related activity as defined in the Federal Student Aid Handbook. This is considered the last date an assignment was submitted in an online course. The student will be notified in writing the amount owed to the college and/or Department of Education. Failure to make payment will result in the student being reported to the Department of Education and/or a collection agency. This action will also interrupt future financial aid offers. The student will not be able to register for classes, receive transcripts, or grade reports. To avoid an R2T4 overpayment, the student must attend beyond the 60% point of the semester. The student is then considered to have earned all of his or her Title IV aid. The 60% date is published on our [Dates and Deadlines](#) page. If a student is only enrolled in short term classes, the 60% date may vary.

In some instances, the Financial Aid Office is required to return state funds to the College Foundation of North Carolina, Inc. (CFI). If the student ceases enrollment and has received these grants, the student could owe a portion of these funds back, in addition to their R2T4 outstanding balance.

Any student withdrawing or anticipating a withdrawal is required to consult with the Financial Aid Office for information on how withdrawing or failing a course could impact their aid.

# Satisfactory Academic Progress for Financial Aid Recipients

Federal, state, and institutional regulations require students receiving financial aid to maintain satisfactory academic progress. Financial aid includes, but is not limited to: the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, all North Carolina aid programs, and all institutional aid programs. The institution's Satisfactory Academic Progress policy must include two major components: 1) a qualitative measure and 2) a quantitative measure (comprised of three subcategories). These components are explained below. Individual programs may have additional or varying requirements. Both the qualitative and quantitative standards are cumulative and include all periods of enrollment at ICC, even those for which the student did not receive financial aid funds.

## Qualitative Measure

A student receiving financial aid at Isothermal Community College (ICC) must maintain a financial aid cumulative grade point average (FA-GPA) at or above a 2.00. The cumulative FA-GPA will be evaluated at the end of each semester. Any student having a cumulative FA-GPA that is less than 2.00 shall be placed on financial aid warning for the next term they attend, consecutive or otherwise. The student will be notified of his/her warning status in writing by the Financial Aid Office and may receive financial aid during the warning term of enrollment. A student whose cumulative FA-GPA does not meet the 2.00 requirement by the end of the warning term will be placed on financial aid suspension. All aid will be terminated until the student meets the minimum required cumulative FA-GPA.

Please note the following conditions:

- For the qualitative measure, the FA-GPA will be cumulative and all grades, including developmental, for classes in which the student was enrolled as of the financial aid census date of each academic term will be counted.
- Cumulative FA-GPA is computed by dividing the total number of quality points earned by the total credit hours attempted. For financial aid purposes, an incomplete grade (I) is treated as a failing grade until the final grade has been determined.
- Classes in which the student has been listed as a "No Show" have no grade value and will not be included in the FA-GPA calculation.

## Quantitative Measures

### Maximum Timeframe

Students receiving financial aid will have a maximum timeframe in which to complete<sup>1</sup> a program of study. Regulations allow financial aid for a timeframe of 150% of the established length of the program. At ICC, the 150% timeframe will be measured in terms of all credit hours attempted. Once the student has attempted 150%, or it has been determined that they cannot complete their program within the 150% time-frame, they are no longer eligible for financial aid at ICC. Academic development courses are excluded from this calculation.

Example: If a program requires 60 credit hours to complete, a student must complete their program within 90 attempted credit (60 x 150% = 90).

<sup>1</sup>In order for a program to be considered complete, the student must fulfill the following requirements:

- complete all required courses for the program
- submit an application for graduation
- receive approval for graduation from the Registrar's Office

For the quantitative measure, credit hours attempted will be cumulative and include all hours for which the student was enrolled as of the financial aid census date of each academic term.

\*The maximum timeframe regulation does not apply to Lee L. Powers Service Scholarship Recipients.

### Progression Rate

Students are also required to successfully complete 67% of cumulative credit hours attempted. Grades of NS (no show) and Y (audit) will not be counted as attempted or successfully completed. Developmental courses are excluded from this calculation.

Quantitative progress will be evaluated at the end of each term. Any student not successfully completing 67% of the cumulative credit hours attempted shall be placed on financial aid warning during the next term they attend, consecutive or otherwise. The student will be notified of their warning status in writing by the Financial Aid Office and may receive financial aid during the warning term of enrollment. A student whose cumulative completion percentage does not meet the 67% requirement by the end of the warning term will be placed on financial aid suspension. All aid will be terminated until the student meets the minimum required cumulative completion percentage.

Example: 32 cumulative credit hours attempted.  $32 \times 67\% = 22$  cumulative credit hours must be successfully completed.

### Developmental Coursework

Students may receive financial aid for up to 30 attempted credit hours of developmental course work. Once a student has attempted the maximum 30 credit hours, developmental credit hours will no longer be included when calculating the student's enrollment status. Grades earned in developmental courses will be included in calculating the financial aid grade point average for financial aid purposes. Developmental course work is not included in the Maximum Timeframe or Progression calculation.

## Effects of Previous Credits

### Transfer Students

Any student transferring from another college who has no previous ICC credit will be considered to be making satisfactory progress at the time of their enrollment. Credit hours accepted for transfer will be considered hours attempted and successfully completed. Transfer credit hours will be counted in the student's maximum timeframe.

### ICC Returning Students

Returning students' FA-GPA will be carried forward, subject to the institutional policy regarding transfer of credit within the institution. All quarter hours attempted will be converted to semester hours and carried forward. This policy is in accordance with federal regulations stating that satisfactory academic progress standards must cover all periods of the student's enrollment regardless of whether financial assistance was received during those periods.

### ICC Graduates

Students who graduate from a program at ICC and desire to pursue another degree will assume the maximum timeframe of the new program. All previously attempted credit hours will be included.

## Procedure for Reinstatement of Financial Aid

Students who have been terminated may re-establish eligibility for financial aid in one of two ways: 1) by enrolling in subsequent semester(s) at their own expense until satisfactory academic progress is achieved, or 2) by the appeals process. If an appeal is denied, the student must successfully regain eligibility in both qualitative and quantitative standards before financial aid will be reinstated. Retroactive payments of financial aid for periods in which a student did not meet satisfactory progress standards are prohibited.

## Procedure to Appeal Financial Aid Suspension

To appeal financial aid suspension, a student must be able to demonstrate the existence of mitigating circumstances. Mitigating circumstances include, but are not limited to: serious injury or illness of the student or immediate family member, death of an immediate family member (spouse, child, sibling, or parent), significant trauma in the student's life, or other unexpected circumstances beyond the control of the student. Documentation of the mitigating circumstance is **required**. The student must prove that the mitigating circumstances have been resolved and will no longer be a detriment to the student's performance. The student's prior academic performance and withdrawal rate will be closely scrutinized in the appeal process.

### Appeal Processes

Students appealing financial aid suspension must complete the Satisfactory Academic Progress Appeal Form and return it to the Financial Aid Office along with supporting documentation. Documentation to support the appeal is **required**. Incomplete forms or forms received without supporting documentation **will not** be reviewed. The deadline to submit an appeal each semester is posted on the "Dates and Deadlines" page of the website. An appeal submitted after the deadline will be reviewed at the end of the term for the upcoming semester.

The Satisfactory Academic Progress Appeal form, along with the supporting documentation, will be reviewed by a financial aid counselor to determine whether or not mitigating circumstances exist and the appeal is justified. The student's transcript and past performance will be reviewed to determine if the student can reasonably benefit from an additional term. The student will be advised of the decision in writing. If approved, the student will be placed on financial aid probation with an academic plan specifying the criteria that must be met in order for the student to receive financial aid in future semesters. If the student fails to meet the specified criteria, aid will be terminated at the end of the probationary term. The student may submit additional appeals if **new** mitigating circumstances exist.

Students appealing Maximum Timeframe suspension must complete a Satisfactory Academic Progress Appeal Form and return it to the Financial Aid Office along with supporting documentation. The deadline to submit an appeal each semester is posted on the "Dates and Deadlines" page of the website. The appeal will be reviewed by a Financial Aid counselor. The student's transcript and past performance will be reviewed to determine if the student can complete the program within a reasonable amount of time. Students will be advised of the decision in writing. If the appeal is approved, the student will be granted a limited amount of time to continue pursuing their degree with the help of financial aid, if otherwise eligible. If the student fails to complete their program within the designated amount of time, aid will be terminated. Additional appeals may be submitted if **new** mitigating circumstances exist.

**These policies are subject to change based on institutional, state, and federal guidelines.**

Isothermal Community College  
Student Records Policy  
**Policy No: 601-02-07**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. FERPA defines education records as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. Under FERPA, an eligible student is a student who is 18 years of age or older *or* who attends a postsecondary institution. FERPA provides parents certain rights with respect to their child's K-12 education records; however, once a student reaches the age of 18 or enters college, the rights previously held by the parent transfer exclusively to the student. Isothermal Community College students are notified annually of their rights under this law through the *College Catalog and Student Handbook*, which is available across campus in print and on the college website. Further information regarding the policy and procedures used to enforce it are available in Student Services. These rights include:

1. A student has the right to inspect and review their education records within 45 days after the day the College receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar or designee will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Records Office, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. A student has the right to request the amendment of their education records they believe are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record they want changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. A student has the right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or complaint review committee. A school



official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.

Upon request, the College also may disclose education records, including disciplinary records, without consent, to officials of another school in which a student seeks or intends to enroll. FERPA does not require that the College notify a student when records are disclosed to institutions where the student seeks or intends to enroll, and the College reserves the right to disclose these records without consent or notification.

A student has the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from student education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, early college officials, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. §99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, such as high school personnel, 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))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal

legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. §99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. §99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as directory information under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

At its discretion, the College may disclose directory information in accordance with the provisions of FERPA to include student name; major field of study; dates of attendance; degrees, honors, and awards received; college email address; photograph; participation in officially recognized activities; enrollment status; and previous schools attended.