

STUDENT RECORDS

Office of Admissions and Records: maintains official academic records which includes a complete listing of all course work attempted at Evergreen Valley College and transcripts from other schools and colleges.

Financial Aid Office: maintains financial aid transcripts and records of students receiving financial aid.

Disabilities Support Program: maintains private records related to students with physical and learning disabilities.

Health Services Center: maintains private records related to students receiving health services.

Office of the Vice President, Student Affairs: maintains private records pertaining to student conduct leading to disciplinary action.

**All student records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA).

Student Access to EVC Records

Students have the right to access their records (from EVC only) and may challenge any records they find to be inaccurate, for more information on accessing records and the process for changing record inaccuracies, please see the Federal Education Rights and Privacy Act section of this catalog.

Authorization for Release of Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), Evergreen Valley College may only release student records directly to the student, unless prior written authorization is given by the student. All students have the option to give permission for others to view and access their official student records by submitting a completed Authorization for Release of Student Records Form. By default, official records will not be released to anyone else until this form is submitted to the Admissions and Records Office | EVCAR@evc.edu. Students have the option to do a full or partial release of records.

Elements of a student's official record:

1. **Academic Records** (records include: transcripts, admissions and registration information, class schedules, grades, academic progress status, residency information, and any other documentation contained in the academic records)
2. **Student Account Records** (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, library fines, academic/business holds, financial aid repayments and any other information contained in student account records)
3. **Financial Aid Records** (records include: status of file, award and disbursement of funds information, satisfactory academic progress status, income information, and any other information contained in the financial aid application or file)

