North Central Michigan College (NCMC) will exercise every measure to protect student rights and privacy. Directory Information is the only information which can be released or disclosed.

DIRECTORY INFORMATION – NO AUTHORIZATION RELEASE REQUIRED FROM STUDENT:

✓ Name
✓ Address
✓ Telephone Number(s)
✓ Student Classification (active/inactive)
✓ Dates of attendance by term/year
✓ Full-time/Part-time
✓ Degrees/Honors/Dates earned
✓ Certificates/ Dates earned
✓ Field of Study
✓ NCMC E-mail Address

Note: Records from previous schools become the property of North Central Michigan College and cannot be sent to another school or released to student.

RELEASE AUTHORIZATION REQUIRED: All information not listed as Directory Information requires written, signed, and dated authorization from the student. (Do not release over the phone – even to individual claiming to be the student!)

✗ Class Schedule
✗ Class Grades
✗ GPA
✗ Number of credit hours
✗ Social Security Number
✗ Any/All Financial Aid Information
✗ Payment/Billing Information
✗ Academic Standing
✗ Date of Birth
✗ Race/Ethnicity
✗ Transcript
✗ All records not indicated as directory information

Note: If a PARENT produces a current tax form (1040) to the Registrar’s Office, listing the student as a dependent, then any requested information may be released to that parent.

Releasing Information to NCMC employees: Always & only on a NEED TO KNOW basis.