

STUDENT RECORD POLICIES

Transcripts

A transcript is a student's official academic record of courses taken and grades earned. An official transcript will bear the signature of the Registrar as well as the official Sonoran University seal and will be sent directly to the address provided by the student. An unofficial transcript issued by Sonoran University is marked "unofficial." The degree earned by the student at Sonoran University is recorded on the transcript after conferral of the degree and completion of all graduation requirements for the prescribed program of study. Students are considered to be in good academic standing unless noted. The academic status of a student (such as suspended, academic dismissal, etc.), will be noted on the transcript.

Students may obtain unofficial transcripts via MySonoran. Sonoran University has contracted with Parchment for official transcript request processing. To request official transcripts, visit the University's Parchment webpage (<https://www.parchment.com/u/registration/32844185/institution/>), a transcript fee applies, see Non-course-specific Fees (<https://catalog.sonoran.edu/catalog/financial-information/>) for more information.

Transcripts are issued within one week from the date the request is received. The Registrar's Office may not release transcripts or any certifications for non-enrolled students or graduates who have a financial encumbrance. Only Sonoran University transcripts may be released.

Change of Name

The name used by a student on all educational records, including their diploma, must be the student's legal name. To change the name reflected on student records, a student must complete a Records Change Request form (https://my.scnm.edu/ICS/Students/Academic_Records/) and provide one of the following legal documents to the Registrar's Office:

- A copy of the student's social security card
- A certified copy of a court decree dissolving a marriage/restoring maiden name
- A certified copy of the court order directing a change of name
- A valid motor vehicle driver's license

The student's change request is recorded after all materials are submitted.

Degree Conferral

Sonoran University confers degrees only following the end of each academic term. Sonoran University does not guarantee the award of the degree to students enrolled in a program. The award of degrees is contingent upon satisfaction of all current degree and instructional requirements at the time of such award, compliance with Sonoran University regulations, as well as performance and conduct meeting bona fide expectations of faculty. No member of the faculty is obliged to provide students or graduates with an evaluation or letter of recommendation that does not accurately reflect the faculty member's true opinion and evaluation of the student's academic performance and conduct.

Family Educational Rights and Privacy Act

This federal law is designed to protect the confidentiality of the student's educational records. The Act affords the student certain rights with respect

to their education records. These rights ensure that eligible students have access to their educational records for inspection and review and to request an amendment if the student believes they are inaccurate or in violation of the student's privacy. Further, this law protects the rights of a student to privacy by limiting access by others to education records without the express written consent of the student and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Sonoran University to comply with the requirements of FERPA.

Sonoran University may release information from an education record without the consent of the student to:

- Officials of another college or university where the student seeks or intends to enroll, as permitted by FERPA §99.31 (a)(2).
- Another educational institution in which the student is enrolled. For example, Sonoran University may release academic records for a "dual enrollment" without prior written consent (FERPA §99.34 (b)).
- If the information is necessary to protect the health or safety of the student or other individuals (FERPA §99.36). Student records are open to other school officials, including faculty and administration, and local and state education agencies that have been determined to have a legitimate educational interest, including those specified by the Act as amended January 3, 2012.

Students have the right to review and inspect their education records, including their application, except for confidential recommendations. Photo identification must be presented before access to education records will be permitted. An appointment must be made with the Registrar's Office to access an education record.

Directory Information

Sonoran University may release information that has been defined under the Directory Information Provision of FERPA. Sonoran University defines directory information as name, address, photo/photo ID, phone number, email address, dates of attendance, the program of study, degree conferral date, enrollment status, grade level, previous educational institutions attended, and degrees/awards earned. Forms are available at the Registrar's Office for a student to request that Sonoran University withhold all directory information.

Proper Disclosure

Student information of a private, personal, or confidential nature that is provided to Sonoran University faculty and staff will not be disclosed improperly. Faculty are expected to provide accurate evaluations of students. For the purposes of monitoring and recording student progress, evaluations include the strengths and weaknesses of academic, clinical, communication, and professional skills. The evaluations also include observations and opinions regarding academic effort and professional conduct. Although not required, faculty and staff may provide judgments of a student's abilities and character to others in appropriate circumstances in accordance with Sonoran University's policies on student records.