

# Privacy of Records

WMCC maintains an academic folder for all matriculated students. The folder includes permanent academic records, application for admission, correspondence to and from the College, transcripts of all previous academic records, recommendations, standardized test results, armed forces papers, social security papers, medical records, and miscellaneous information.

WMCC does not provide access to or release of any personally identifiable records or files to any individual, agency, or organization without prior written consent of the student except under these cases. The President, Vice Presidents, and Registrar have unlimited access to all student records without permission. They may release information without prior written authorization of the student under the following circumstances:

1. To officials and teachers within the College who are directly involved in a legitimate, educational matter with the student.
2. To authorized Federal and State offices as identified in Section 438(b)(3) of Public Law 93-380.
3. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person. If students wish their parent(s) or anyone else to be given information about any aspects of their progress at the College, they must sign a Release of Student Information form, which can be found on our website or obtained from the Welcome Center.