

CONFIDENTIALITY OF STUDENT RECORDS**Reasons for Policy**

1. To protect the confidentiality of personally identifiable educational records of students and former students of the College, and
2. To remain compliant with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Definitions

1. *Student* – any person currently enrolled at the College, or who has been enrolled at the College, not to include those who are deceased. Applicants for admission are not classified as students under the FERPA law.
2. *College Official* – means any one of the following: (1) a person employed by the institution in an administrative, supervisory, academic or research, or support staff position, including health or medical staff; (2) a person elected to the Board of Trustees; (3) a person employed by or under contract to the College to perform a special task; (4) a person employed by the law enforcement unit of the institution; (5) a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
3. *Educational records* - any record (in handwriting, print, audio tapes, film, computer, or any other medium) maintained by the College or an agent of the College which is directly related to the student, unless exempted by law.

Policy Statement

1. The College shall make every effort to ensure that information in students' records is accurate and complete.
2. The College is committed to protecting the rights of students, informing the college community about FERPA, and ensuring that educational records and directory information are handled in a secure manner consistent with federal law, code, or regulation.
3. To ensure the protection of students' rights regarding their educational records, the College will ensure through procedures authorized by the President that:
 - a. All eligible students have the right to inspect and review all of their education records maintained by the College.
 - b. All eligible students have the right to request that the college correct records believed to be inaccurate or misleading.
 - c. No educational records shall be released without the student's permission or as provided by law, code, or regulation.
4. The President shall authorize procedures that must be followed by any faculty or staff member prior to release of information from a student's educational records to a third party.

Any eligible student who believes that the College is not complying with this policy may contact the Office of Compliance at the College or may file a complaint with the U.S. Department of Education.

Any willful violation of this policy will result in commencement of disciplinary proceedings, up to and including termination of employment or student dismissal.

Approved: Board of Trustees
June 10, 1970

Revised: June 16, 1977, June 16, 1983, July 31, 1986
June 18, 1987, June 21, 1990, February 16, 1995
June 15, 2006

