

Board Policies

ACADEMIC AFFAIRS

259.00 STUDENT REVIEW OF CONFIDENTIAL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA) all current and former students at the College are entitled to have access to their own records for the purpose of determining the accuracy and relevancy of such records.

1. Records described in this Section are on file in the Office of Registrar, and the Office of Academic Affairs.
2. Access to records will be granted within 45 days from the date of the request to review such records.
3. Any challenge to the accuracy or relevance of the recorded entries must be filed with the custodian of the records within 180 days of the date of these entries.
4. Records will be released to third parties only if students give consent through the Third Party/Parent verification link in their student web account
5. In cases of a subpoena or judicial order for records, students, affected by the subpoena or judicial order will be notified, if possible of the subpoena or judicial order before the records are released.
6. Instructor's grade books are not subject to review by any student.
7. Persons, organizations, agencies, or institutions who have a legitimate interest may have access to the educational records of each student.
8. Because of lack of space, or if the records are deemed to be of no further value, the college reserves the right to destroy such records.
9. Every academic year the College will publish the catalog with the official notice of compliance. Under FERPA schools MAY DISCLOSE WITHOUT CONSENT the following directory information about students:
 - Name
 - Address;
 - Telephone number;
 - Date and place of birth;
 - Major field of study;
 - Participation in officially recognized activities;
 - Weight and height of an athletic team member;
 - Dates of attendance;
 - Degrees;
 - Awards received;
 - Most recent previous educational institution attended;
 - Email addresses;
 - Photographs; and
 - Enrollment status (full-time, half-time, less than half-time).

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