

POLICY

THE COLLEGE SHALL ESTABLISH AND ENFORCE GUIDELINES WHICH ARE IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENTS) CONCERNING THE INFORMATION WHICH BECOMES A PART OF A STUDENT’S PERMANENT EDUCATIONAL RECORDS AND GOVERNING THE CONDITIONS OF ITS DISCLOSURE. EXCEPT AS OTHERWISE INDICATED IN THE PROCEDURAL GUIDELINES, THE COLLEGE WILL NOT PROVIDE INFORMATION CONTAINED IN STUDENT EDUCATIONAL RECORDS IN RESPONSE TO INQUIRIES FROM EITHER WITHIN OR WITHOUT THE COLLEGE UNLESS THE EXPRESSED CONSENT OF THE STUDENT HAS BEEN GIVEN. INQUIRIES FROM RELATIVES, OTHER STUDENTS, FACULTY, AND STAFF, ACTING AS PRIVATE PERSONS OR MEMBERS OR EXTRA-COLLEGE GROUPS OR ORGANIZATIONS, WILL BE TREATED AS COMING FROM OUTSIDE THE COLLEGE. EXCEPTION WILL BE MADE IN THE DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT TO APPROPRIATE PARTIES IN CONNECTION WITH AN EMERGENCY IF KNOWLEDGE OF THE INFORMATION IS NECESSARY TO PROTECT THE HEALTH OR SAFETY OF THE STUDENT OR OTHER INDIVIDUALS.

Approved by:  
Board of Trustees . . . . . 3/8/71  
Revised . . . . . 12/10/76

Procedural Guidelines

These procedures are designed to implement and be consistent with the Federal Guidelines for the Family Rights and Privacy Act. Definitions for all terms are the same as those defined in Section 99.3 of the Federal Guidelines.

- A. Requests from Outside the College
  - 1. Unless the student specifically requests otherwise, designated officials of the College will routinely respond to requests for the following directory information about a student:
    - (a) student’s name, address, sex
    - (b) telephone number
    - (c) date and place of birth
    - (d) major field of study
    - (e) extra curricular activities
    - (f) height and weight of athletics of team members

- (g) dates of attendance
  - (h) degrees and awards received
  - (i) other institutions attended
  - (j) veteran status
2. All rights of inspection and review of educational records at the College and consent required for release of these records are accorded only to and required only of the student in question. A parent wishing to obtain information from these educational records or to grant consent for the release of these records without consent of the student must submit an affidavit stating that the student is a dependent for income tax purposes.
  3. Standard admission and placement test data regarding individual tests required to form a basis for a decision about an individual may be provided at the discretion of the college official with the data in response to a proper request from a recognized institution of higher education.
  4. Designated officials of the College may disclose personally identifiable information from the educational records of a student without the written consent of the eligible student if the disclosure is in connection with financial aid for which a student has applied or which a student has received; PROVIDED, that personally identifiable information from the educational records of the student may be disclosed only as may be necessary for such purposes are:
    - (a) to determine the eligibility of the student for financial aid
    - (b) to determine the amount of the financial aid
    - (c) to determine the conditions which will be imposed regarding the financial aid
    - (d) to enforce the terms or conditions of the financial aid,or if it is to comply with a judicial order or lawfully issued subpoena; PROVIDED, that a reasonable effort has been made to notify the eligible student of the order or subpoena in advance of compliance therewith.
  5. Information obtained during professional medical and psychological treatment or counseling will be released by the professional only in accordance with the ethics of his profession, provided that the records can personally reviewed by a physician or other appropriate professional of the student's choice.

B. Requests from Inside the College

Where required for the performance of responsibilities to the College, faculty and staff may obtain the following information on the basis of need to know without the consent of the student involved:

1. Academic record and status.
2. Reports of academic and other than campus misconduct, including disciplinary action.
3. Results of counseling other than professional medical or psychological.
4. National origin and ethnic background.
5. Standard test data regarding individual tests for decision about an individual.
6. Student-produced paper for class assignments.
7. Financial information including delinquencies, etc.
8. Evaluation materials about a student, with the consent of the author of the evaluation.
9. College disciplinary and investigating authorities may have access to all of the information in 1 – 8 above if it is required in the performance of their duties, excepting national origin and ethnic background.
10. Recognized college student organizations, such as scholastic and service honoraries, may obtain information relating to a student's academic record and status.

Except as noted above, records and reference materials containing evaluations of students may be released only with the consent of both the student and author of the evaluation.

11. In special circumstances, qualified research personnel may be permitted access to information contained in a student's records where the student's name will not accompany the data.

#### C. Requests from Students

Requests by a student to view or secure copies of any of his educational records will be processed as follows:

1. Through the records division of the Registrar's Office
  - (a) application for admission
  - (b) high school and/or college transcripts
  - (c) standardized test scores—ACT, SAT, WPCT
  - (d) quarterly registration forms and receipts
  - (e) program change forms
  - (f) quarterly grade reports
  - (g) official college transcripts
  - (h) change of grade forms.
2. Through the Counseling Office
  - (a) interest and aptitude test scores.
3. Through the Office of the Vice President for Student Services
  - (a) change of major forms
  - (b) disciplinary records
  - (c) directory information

A period of the time no greater than two working days may be required by these offices to process a request.

The College is not required to permit a student to inspect and review the following records:

1. Financial records and statement of his/her parents or any information contained therein.
2. Confidential letters and confidential statements of recommendation which were placed in the educational records of a student prior to January 1, 1975.
3. Confidential letters and confidential statements of recommendation which were placed in the educational records of the student after January 1, 1975:
  - (a) respecting admission to an educational institution
  - (b) respecting an application for employment

- (c) respecting the receipt of an honor or honorary recognition; provided, that the student has waived his or her right to inspect and review those letters and statements of recommendation.

D. Educational Records

Transcripts of a student's scholastic records shall contain only information about his academic status and eligibility to continue at the College. Disciplinary records shall be kept separate from academic records and no notation of any disciplinary action shall appear on a student's transcript. Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons. Provision shall be made for periodic review and routine destruction of non-current disciplinary records by the offices maintaining such information.

E. Exceptions

The Vice President for Student Services will be responsible for reviewing unusual requests for information and assisting in interpretation of the rules and regulations of the Family Educational Rights and Privacy Act of 1974 as published in the Federal Register, Volume 41, No. 18, June 17, 1976.

F. Amendment of Educational Records

1. Request to Amend Educational Records

- (a) The eligible student who believes that information contained in his educational records is inaccurate or misleading or violates his privacy or other rights may request that the College amend these records.
- (b) The College shall decide whether to amend the educational records of the students in accordance with the request, normally within two weeks of receipt of the request.
- (c) If the College decides to refuse to amend the educational records of the student in accordance with the request, it shall so inform the eligible student of the refusal and advise the student of the right to a hearing.
- (d) A hearing may not be requested by an eligible student to contest the assignment of a grade; however, a hearing may be requested to contest whether or not the assigned grade was recorded accurately in the educational records of the student.

2. Right to a Hearing

- (a) The method for requesting a hearing shall be by written appeal through the Office of the Vice President for Student Services.
- (b) Conduct of the hearing:
  - (1) The hearing shall normally be held with two weeks after the receipt of the request for said hearing.
  - (2) The hearing shall be conducted by the Executive Vice President of the College.
  - (3) The eligible student may have assistance from, or be represented by, an individual of his choice and at this own expense, including an attorney, in presenting his case.
  - (4) A written copy of the decision shall normally be afforded the student within two weeks after the conclusion of the hearing.
- (c) If the eligible student disagrees with the results of the hearing, he/she has the right to place a statement to this effect, with the reasons, in his/her educational records. This statement shall be retained as long as the disputed information is on file and shall be forwarded with this information at any time it is disclosed to an outside agency.

Annual Notification

The College will give annual notification to students of these procedures concerning their educational records. It will be done by notices in the College Catalog, the Student Handbook, and on bulletin boards.

Approved by:  
 College Cabinet . . . . . 2/23/71  
 Revised . . . . . 11/22/76  
 Board of Trustees . . . . . 12/10/76