

STUDENT RECORDS

PURPOSE

This policy shall govern the collection, maintenance, review, and release of student records for Edison State Community College.

POLICY STATEMENT

The College's commitment to its educational mission and its students requires that it maintain various student records. No student records will be maintained that are not directly related to the basic purposes of the College. All policies and practices governing the collection, maintenance, review, and release of student records will be based upon the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA").

A student is herein defined to mean any person who is or has been in attendance at Edison State for whom the College maintains education records protected by FERPA.

Education Records Protected by FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:

1. To school officials with a legitimate educational interest (§99.31(a)(1)).
 - a. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service

instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll and will make a reasonable attempt to notify each student of these disclosures when made.

2. To another school in which the student seeks or intends to enroll (§99.31(a)(2)).
3. To authorized representatives of various federal and state agencies (specified in the regulations) for the audit or evaluation of, enforcement of, or compliance with federally supported education programs (§99.31(a)(3)).
4. For certain purposes related to financial aid for which a student has applied or has received (§99.31(a)(4)).
5. To state and local officials to whom information was specifically required to be reported by a state law prior to Nov. 19, 1974 (§99.31(a)(5)).
6. To organizations conducting research for educational agencies or institutions for developing, validating or administering predictive tests; administering student aid programs; and improving instruction (§99.31(a)(6)).
7. To accrediting organizations performing their accrediting functions (§99.31(a)(7)).
8. To parents of a dependent student (§99.31(a)(8)).
9. To comply with a judicial order or subpoena (§99.31(a)(9)).
10. To appropriate parties in a health or safety emergency under certain conditions (§99.31(a)(10)).
11. If the information requested was designated as "directory information" by the educational institution (§99.31(a)(11)).
12. To the parent of a student who is not an eligible student or to the student (§99.31(a)(12)).
13. To the victim of a crime of violence or a nonforcible sex offense when the information is related to the final results of the disciplinary proceeding conducted by the institution (§99.31(a)(13)).
14. In connection with a disciplinary proceeding at a postsecondary institution if it has determined that the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the institution's rules or policies (§99.31(a)(14)).
15. To a parent of a College student regarding the student's violation of any law or any institutional policy governing the use or possession of alcohol or a controlled substance if the student is under 21 at the time of the disclosure to the parent, providing state law does not prohibit the disclosure (§99.31(a)(15)).
16. If the information concerns registered sex offenders provided under State sex offender registration and campus community notification programs (§ 99.31(a)(16)).

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

FERPA Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Edison State Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from education records. However, the College may disclose appropriately designated "directory

information" without written consent, unless you have advised the College to the contrary in accordance with published procedures. The primary purpose of directory information is to allow the College to include non-invasive information from your education records in a number of ways, such as inclusion in certain school publications, press releases or online media. Examples include:

- Dean's List or other recognition lists;
- Sports activity sheets showing weight and height of team members;
- College's website, Facebook page, or other online presence.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations and individuals without a student's prior written consent.

If you do not want the College to disclose directory information from your education records without your prior written consent, you must notify the College Registrar in writing. Edison State Community College has designated the following information as directory information:

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph(s) and video(s)
- Major field of study
- Dates of attendance
- Grade level (such as freshman, sophomore)
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation and degrees(s)/certificate(s) conferred
- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and athletics
- Weight and height where the student is a member of an athletic team
- Most recent previous school attended

PERSONS AFFECTED

All Edison State Community College students.