

" STUDENT PRIVACY, ACCESS TO AND RELEASE OF EDUCATIONAL RECORDS

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Bladen Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions.

The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides:

- * that such institutions must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
- * that institutions must obtain the written consent of the student before releasing personally identifiable data about the student from records with the exception of:
 - A. directory information (Directory information is defined as the student's name, major field of study, date of attendance, and degrees and awards received.)

NOTE:

Any student who does not wish the College to release any or all information designated as directory information without the student's written consent must notify the Office of Student Services (Building 2) immediately. The College assumes that the student's failure to file a request for nondisclosure indicates approval for disclosure.

- B. school officials, including teachers within the educational institution or local educational agency, who have been determined to have legitimate educational interests;
- C. officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if record is desired, and have an opportunity to challenge the contents of the record;
- D. authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary, (3) the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education, or state educational authorities;
- E. in connection with a student's application for, or receipt of, financial aid;
- F. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
- G. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- H. accrediting organizations in order to carry out their accrediting functions;
- I. parents of a dependent student, or such parents, as defined in section 152 of the Internal Revenue Code of 1954; or in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.

Student records (admissions papers, registrations, grades, and other supporting data) are maintained in the Office of Student Services.

The College ensures the privacy of student information and identification data to include (but not limited to) electronic signature information, grades, personal contact information, and learning management system information through adherence to the Family Educational Rights and Privacy Act of 1974 and through adherence to both the BCC Acceptable Use Policy and the BCC Electronic Signature Policy. Students enrolled in all courses and programs offered by the college regardless of delivery mode or location are covered under this procedure.

Students wishing to challenge the content of their educational record should notify the Registrar in writing.

Any additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained in the Office of Student Services.