

## General Institutional Information

- Family Educational Rights and Privacy Act (FERPA)

Jefferson State Community College maintains information about students, which facilitates educational development of students and effective administration of the College. In order to guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974 (as amended by 61 Federal Regulation 59291, November 21, 1996), Jefferson State Community College has formulated the following policies and procedures:

### General Policy

No information from records, files, or other data directly related to a student (other than "directory" information as defined below) shall be disclosed to persons or agencies outside the College without the written consent of the student; except pursuant to a court subpoena or court order, or except in a case where educational or governmental officials have a lawful need for the information. However, information contained in such records may be disclosed within the College to College officials and staff members with a need for the particular information. Students shall be afforded the opportunity to have access to all such information on themselves with the exceptions set out below, in accordance with procedures outlined within this policy statement. For the purposes of this policy, a "student" is defined as "any individual currently or previously enrolled in any course offered by Jefferson State Community College." For the purpose of this policy, a student's educational records are defined as those records, files, documents or other materials that contain information directly related to a student and are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of "educational records" and not open to inspection by students are the following materials:

- Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker;
- Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes; and
- Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or paraprofessional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than the persons providing such treatment to the student or to such other persons as may be authorized in writing by the student to receive such information from such records.

### Directory Information

The following is a list of student information that may be made available by the College without prior consent of the student:

- Student's name;
- Student's address (local and permanent);
- Student's telephone number;
- Student's place of birth;
- Student's major field of study;
- Student's participation in officially recognized activities, clubs, organizations, and athletics
- Degree and awards received by the student;
- The previous institution most recently attended by the student; and
- The height and weight of varsity athletes.

Much of the information listed above is routinely published in College publications. However, if any student desires for any of the above listed information to not be published on the respective student, the College will refrain from making public such information on that student, provided that the student makes a request for the information to be withheld, and the request is made prior to the end of the late registration for the given academic term. A request for non-disclosure of directory information may be completed In Enrollment Services. Students may also complete a request for non-disclosure of photographs that may be used for college marketing or information.

## **Disclosure of Student Records to the Student**

Each student is afforded the right to inspect, in the presence of the appropriate records official, such records, files, and data primarily related to the respective student. In order to inspect one's file, the student should go to the records official (Registrar, Director of Financial Aid, or Business Manager) and initiate a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. The request for inspection shall be granted within a reasonable period of time, not to exceed forty-five (45) days from the time of the receipt of the request by the College. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished only by providing copies of documents, such copies shall be made and provided to the student. The right of inspection does not include financial statements of parents, confidential recommendations placed in the file prior to January 1, 1975, and other confidential recommendations, to which access has been waived by the student.

## **Challenging the Contents of the Record**

Jefferson State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the Director of Enrollment Services. If, after inspecting a record, a student wishes to challenge any part of the file's content, a written request for a hearing should be addressed to the Director of Enrollment Services, who will set a date and time for a hearing within forty-five (45) days of receiving the written request. The request for such a hearing should identify the item or items in the file that are to be challenged and state the grounds for the challenge, i.e. inaccuracy, misleading nature, or inappropriateness. The Director of Enrollment Services, with the appropriate records official, shall examine the contested item or items in the file, shall hear the person(s) responsible for placing the item(s) in the file, and shall examine any documents or hear any testimony that the student wishes to present in support of making a requested change to the file. The Director of Enrollment Services and the appropriate records official shall issue a written decision within ten days of the conclusion of the hearing as to whether or not the item should be retained, deleted or revised. In the event that there is a determination that the item should remain in the file, the student shall be given the option of placing into his/her file, along with the challenged item, a brief written commentary or explanation of his or her challenge.

## **Waiver of Access**

Jefferson State Community College may request that a student waive the right to inspect confidential recommendations regarding his/her application for admission, application for employment, or the receipt of an honor or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendations before signing, or may refuse to waive the right to access. Such a waiver shall not be a condition for admission to the College, for financial aid assistance, or for any other benefits received by Jefferson State Community College students.

## **Providing Records to Third Parties**

The general policy of Jefferson State Community College is to refuse to grant to third parties access to student records without the written consent of the individual student. In the event that a student should wish to have such records released or reviewed by a third party, the student must submit a written request to the proper records official, and in such consent, specify the records to be released or reviewed, and, if desired, a request for copies of the respective records to be made available to the student. Upon the receipt of such written consent, JSCC will then

grant the appropriate access to the party or parties designated by the student. There shall be a service fee for producing photocopies of any records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies. Notwithstanding the above requirements, student records may be made available to the following persons without written consent of the student: appropriate college officials, official representatives of federal departments or agencies or state education authorities, financial aid officers, recognized educational accrediting organizations, organizations conducting studies for administrative evaluations, etc., and other appropriate persons in an emergency situation where such disclosure is necessary, or reasonably presumed to be necessary, to protect the health or safety of the student or any other person employed by or attending the College. Photographs and/or video taken by the institution, or on behalf of the institution, remain college property and may be distributed for publications, newspapers, commercials, student newspapers or yearbooks, or other appropriate sources unless the student signs a request for non-disclosure form in the Admissions Office. Records officials shall place in each student's file a record of all requests for access to the file, the name of each person making any request for information from the file, the agency or institution represented by each person making any such request, and the action taken by the records official in response to the request. However, there shall be no such record necessarily kept for a request made by JSCC officials who have a need for access to the respective file. The appropriate record official will supervise inspection of individual student records, and the student's record file shall not be taken from the designated record official's office. The student may obtain one unofficial copy of his/her academic record on written request without charge. An unofficial copy is defined as a copy that does not bear the official seal of the College impressed on the record, but is otherwise a true copy. Records officials shall not copy or otherwise reproduce copies of official student transcripts or any other information obtained from transfer students as official transfer requirements.

## **Changes in the Policy**

This policy statement is subject to change where such change is necessitated by any federal or state statute regulation, guideline, or court order. Any change in policy will be included in subsequent appropriate College publications.