

Access to and Release of Records

A student or eligible parent may inspect and review the student's education record by making a written request to the Registrar's Office. No one else will have access to any information from the student's educational record without written consent from the student.

Directory information may be released to anyone without consent of student. Students have the right to request that directory information not be released without their consent. A form for this is available at the Registrar's Office for this purpose.

Academic and personally identifiable information to include social security number and name of parent/family members, may not be released without the student's consent except as provided by the Act, i.e. to members of the college faculty and staff with legitimate educational interest, eligible parents, and others. Students may give or deny consent for parents or other third parties to have access to their records. A form for this process is available at the Registrar's Office anytime during the term.

Proof of Identification

Before access is allowed to educational records, the student must display a form of personal identification. At the minimum this identification should include a photo of the student.

Disciplinary and Counseling Records

Information from disciplinary or counseling files will not be available to unauthorized persons on campus or off campus without the expressed consent of the student involved, except in cases of legal compulsion or where the safety of persons or property is involved. No records will be kept for the sole purpose of reflecting on the activities or beliefs of students. Administrative staff and faculty members will respect confidential information about student which they acquire in the course of their work.