

# Student Records

Academic Records: To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate; and the conditions of access to each will be set forth in an explicit policy statement available to students at the Office of the Registrar. Transcripts of academic records will contain only information about academic status, except that disciplinary action taken against a student which affects eligibility to re-register with the institution will be recorded. The college may, if it sees fit, add a note to student academic records if the student is on disciplinary probation; but said note will be removed when the probation term has expired.

## Privacy Rights of Students at Seminole State

Seminole State College abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) commonly referred to as the "Buckley Amendment." This law directly affects the student and student's parents.

1. The essence of FERPA requires that post-secondary institutions must permit students to inspect their own educational records. Parents are excluded from such inspection, unless they are deemed eligible.
2. There are no rights guaranteed for parents of students under the Buckley Amendment, except to eligible parents.
3. Institutions may not release information about students without the student's written permission. The Act does stipulate a laundry list of exceptions such as 34 CFR 99.31 which allows access to "school officials with a legitimate educational interest; and 34 CFR 99.36 which is an exception for "health and safety". Because of the Virginia Tech Tragedy, educational institutions may share information for "health and safety" reasons if there is a "rational basis" for officials of the institution to share information. Information known as "Directory Information" may be shared.

The College considers the following information directory information: the student's name, address and telephone numbers, e-mail electronic address; date and place of birth; major field of study; participation in officially recognized activities and sports, including weight and heights of members of the athletic teams; dates of attendance; degree and awards received; the most recent previous educational institution attended by that student; and classification. Students may sign a "Release of Directory Information" form kept in the Registrar's Office to prohibit the College from releasing directory information.

All official correspondence from the College will be addressed to the student at the student's permanent address. (i.e., bills, financial award letters and grade reports). Information regarding grades, average, and/or academic standing will be given only to the student in person or in response to written consent from the student. This information will not be given to anyone over the telephone.

Directory information is the only information which may be released without the student's written consent, either over the telephone or by mail. Students may sign a "Release of Directory Information" form kept in the Registrar's Office to prohibit the college from releasing directory information.

If you have any questions regarding the Family Educational Rights and Privacy Act of 1974 or Seminole State College's "Student Rights to Privacy Policy," please contact the Registrar's Office, Student Services Building, and (405) 382-9248.

# Your Rights to Privacy

(Under FERPA or the "Buckley Amendment")

The law provides that eligible students will have access to inspect and review their educational records. This law provides and protects the student's right to privacy by limiting access to their educational records without express written consent.

## Definitions

**Eligible Student:** For the purpose of this Act, an eligible student is defined as any individual formally admitted to, matriculated at Seminole State College, or graduates. An individual who has made application to the college but has not been formally admitted shall not be included.

**Education Records:** Education records are records (1) directly related to a student and (2) maintained by the college or by a party acting for the college. The term does not include those records specifically excluded by Section 99.3 of the Act.

**Directory Information:** Directory information may include the student's name, local or campus address, local telephone numbers, home or off-campus address, e-mail electronic address, date and place of birth, citizenship, tuition and fee status, class level, major field of study or program area, college of enrollment, participation in officially recognized activities and most previous educational agency or institution attended by the student. Students have the right to request this information not be disclosed.

**Personally Identifiable Information:** Data included are (a) the name of the student, the student's parent, or other family member(s), (b) the address of the parent, (c) a personal identifier such as the student's social security number or student number, (d) a list of personal characteristics, or (e) other information which would make the student's identity easily traceable.

**Record:** Any information or date recorded in any medium, including but not limited to handwriting, print, tapes, film, microfilm and microfiche.

## 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 students which they acquire in the course of their work.