A. Purpose

To provide procedures by which a student or eligible parent may request and/or inspect and review the educational record of the student and the conditions under which the student records may be released.

B. Responsibility

The Director of Student Registration and Records is responsible for student records and the governing procedural processes including the provisions of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974.

C. Procedures

1. Rights of Eligible Parents and Students to Review and Inspect Records

2. Those who have the right to inspect and review student records include:

   a. Students attending a post-secondary institution.

   b. Eligible parents or legal guardians. They are defined as parents or legal guardians of students who are under 18 years of age or who claim students as dependents. Eligible parents must provide evidence that the student is underage and/or a dependent.

   c. Students or eligible parents who wish to inspect and review the record must submit a request in writing to the Director of Student Registration and Records. The Director of Student Registration and Records will schedule a review within 45 days from receipt of the request.

D. Correction of Inaccuracies

1. Students may request a review of their records when it is believed that information is inaccurate, misleading, or otherwise violates their rights. When a request is made, records will be reviewed according to the following process:

   a. Students must submit a written request for review to the Director of Student Registration and Records.
b. Within five days of receiving the request, the Director of Student Registration and Records will decide whether to amend the records.

c. If the Director of Student Registration and Records finds that the request for review is not justified, the Director will inform the student of his/her appeal right to the Vice President for Student Services and Enrollment Management.

d. Within ten days of being notified, a student may appeal the Director's decision to the Vice President for Student Services and Enrollment Management. The appeal must be in writing and include the student's reasons for the appeal.

e. Within five days of the subsequent appeal, the Director of Student Registration and Records must forward all documentation related to the request to the Vice President for Student Services and Enrollment Management.

f. Within five days of receiving all documentation related to the appeal, the Vice President for Student Services and Enrollment Management will decide whether to amend the records.

E. Disclosure to Other Parties

1. Gaston College may, without the consent of the student or eligible parents, disclose information kept in the student's permanent record to the following:

   a. Gaston College officials with a legitimate educational interest. College officials include faculty, administrators, staff, student employees, third parties or agents authorized to act on behalf of the College. A legitimate educational interest is presumed to exist if the information is necessary for the official to perform tasks that are specified in the position description or contract agreement; to perform a task related to the student’s education, discipline, service or benefit such as, counseling, job placement, financial aid, health insurance, community resources, etc.

   b. Authorized representatives of the Comptroller General's Office, the Secretary of the Department of Education, and state educational authorities.
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Sec. c. Veterans Administration officials.

d. Persons or organizations providing financial aid.

e. Accrediting organizations carrying out their accrediting functions.

f. Persons in compliance with a judicial order or a lawfully issued subpoena.

g. Persons who seek information in connection with an emergency, if in the view of a reasonable person, the knowledge of such information by appropriate persons is necessary to protect the health or safety of the student or other persons.

h. Organizations or individuals conducting studies on behalf of the college or for other educational agencies or institutions for the purposes of developing, validating, or administering predictive test, improving and understanding student services, student aid programs, improving instruction, etc. These studies must be conducted in a way that will not permit the personal identification of students and their families by persons other than the authorized representative of such organizations and the information must be destroyed when the studies have concluded.

i. Military recruiters requesting recruitment information in accordance with the United States Code Title 10 and other pertinent laws.

j. To institutions, authorities, and/or agencies in accordance with federal, state, and local laws, policies, and procedures.

k. Individuals or agencies not outlined above may obtain student record information only with written authorization from the student. The authorization for release of information must include:

(1) date of request
(2) student’s social security number
(3) student’s signature
(4) specific contact name or agency
(5) summary of information which may be released
F. Directory Information

Gaston College may disclose directory information about a student without the consent of the student unless the student has properly objected to the release. Directory information includes the student's name, address, telephone number, major field of study or program, dates of attendance, enrollment status, and degrees and awards received.