

Procedure 6.1901

Student Records and Privacy Rights Procedure

To comply with, and promote the intent of, the Family Education Rights and Privacy Act (PL 93-380) (FERPA), BCCC utilizes procedure to safeguard the records and privacy rights of students.

BCCC Education records are those directly related to a BCCC student and maintained by the College. Education records allow the College to validate a student's academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records. Education records are subject to the rules and regulations of FERPA with exception of (i) sole possession records, (ii) law enforcement records, (iii) employment records, (iv) medical records, (v) alumni records, (vi) grades on peer-graded paper before they are collected and recorded, (vii) treatment records, and (viii) other records required to be kept apart from educational records and treated as confidential as required by state or federal law.

Student directory information may be released without the student's written consent. The College defines directory information to include: name, address, telephone number, date of birth, major field of study, participation in Beaufort County Community College activities, terms of enrollment at Beaufort County Community College, and degrees, certificates and awards received. Students must complete the Request to Withhold Directory Information form and file the form with the Registrar to prevent the disclosure of directory information.

All records governed by FERPA are generated in response to student requests. Students have access to their records governed by FERPA upon written request. Records are located and/or maintained in the Offices of Student Services and Continuing Education.

Students desiring a detailed explanation of the General Education Act, Section 438 should refer to the Federal Register Part II, published Monday, April 11, 1988. Copies are available in the library and the Office of Student Services.

An Annual FERPA Notice will be updated and released to students each fall semester. Curriculum students will be provided a copy via the College website and email via the vice president of student services. Continuing Education students will be provided a copy on the Continuing Education Registration Form, website, and through postings in classrooms.

References

Legal References: Federal Register Part II, General Education Act, Section 438

Procedure

SACSCOC References: CS 3.9.1, CS 3.9.2

Cross References: [Student Records and Privacy Rights Policy](#)

History

Leadership Council Review/Approval Dates: 10/12/2018

Senior Staff Review/Approval Dates: 04/11/2016, 10/03/2016, 11/7/2016, 7/17/18

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*