

BP 4.16

Student Records: Confidentiality and Release

Legal Authority NCGS 115D-89; NCGS 115D-90; 23 NCAC 3A .0107

Approvals 10/16/09
Revision

Policy

McDowell Technical Community College recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Education rights and Privacy Act of 1974 (FERPA), as enacted by Congress, the College makes the following information known:

- I. Types of educational records and information which directly relate to students and which are maintained by the College, such as:
 - A. Permanent Student Files: Transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms.
 - B. Transcripts: Academic record of all courses taken while enrolled at the College.
 - C. Student Financial Aid Records.

- II. The official responsible for the maintenance of each type of record, the persons who have access to those records and the purpose for which they have access:
 - A. The VP for Learning and Student Services is the individual responsible for the maintenance of student files and transcripts.
 - B. The permanent clerical staff in the Student Services Office has access to the files for maintenance purposes.
 - C. The Student Services counselors have access to the files for the purpose of academic advisement.
 - D. Other authorized College personnel have access whenever the nature of their responsibility requires access to student records or information contained therein.
 - E. Only Financial Aid Staff may access student financial aid records.

- III. The policy of the College for reviewing, maintaining, transcribing, and expunging records:
 - A. As a matter of policy, the institution destroys all student records except the official transcript five (5) years after the student leaves the College.
 - B. Parents and legal guardians of independent students 18 years of age or older do not have the right to view student records, grades, test scores, etc. unless written consent of the student is received. Parents of dependent students as defined in Section 152 of the Internal Revenue Service Code of 1954 may review student records without the written consent of the student.
 - C. Requests for student transcripts will be honored for students with no outstanding debt to the College.
 - D. Student's records and/or official transcript will be forwarded only upon the written request of the student.
 - E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student

except as outlined in II preceding. Forms are available in the Student Services Office for this purpose.

- F. Unless otherwise requested by the student, instructors may post final exam and end of course grades provided a numerical code is used.