

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, email address, date of birth, program of study, terms of enrollment at Beaufort County Community College, and degrees, diplomas, and certificates 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. The FERPA Release Form is available on the College website. Official student records and transcripts are located and/or maintained in Student Services and Continuing Education. Official financial records are located and/or maintained in the Business Office and the Financial Aid Office. Student evaluation and grading records are located in Academic Affairs 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 is updated and released to students each fall semester. Curriculum students are provided a copy via the College website and via email from the vice president of student services. Continuing Education students are provided a copy on the Continuing Education Registration Form, College website, and through postings in classrooms.

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References

Legal References: Enter legal references here

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

History

Leadership Council Review/Approval Dates: 10/12/2018, 11/3/2023; 12/8/2023

Senior Staff Review/Approval Dates: 04/11/2016, 10/03/2016, 11/7/2016, 7/17/2018, 8/15/2023, 11/13/2023

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

Implementation Dates: *Enter date(s) here*