

## **Student Records and Privacy Rights**

The Family Education Rights and Privacy Act (PL 93-380), commonly referred to as the Buckley Amendment, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted Policy 3.20 Access to Student Records:

Student records are maintained for academic purposes. The materials therein 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. Other College staff is not allowed access to records without reason. Non-College personnel must have the student's written permission to review a student's record. (*Beaufort County Community College Faculty and Staff Manual E-4*)

All records are generated in response to student needs. Students have access to their records upon written request. Records commonly maintained are in the student's permanent file, a financial aid file, a placement file, and an advisee file. Except for the latter, all are located in the Office of Student Services. The advisee file is maintained by the faculty advisor.

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.