

306 PRIVACY RIGHTS OF STUDENTS

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provide under Section 438 of the General Education Provisions Act as amended. Warren County Community College will comply with all aspects of the FERPA law and regulations.

It is the policy of Warren County Community College to allow students access to certain records maintained by the College and to provide an opportunity to challenge the accuracy or appropriateness of such records.

306.1 PROVISIONS

- I. Students enrolled at Warren County Community College have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect only that part of the material or document that relates to him or her.
- II. College students are considered adults under F.E.R.P.A. and therefore determine who will receive information about them. Student academic information such as grades or academic standing (GPA, academic transcript, etc.) will be given to the student, regardless of age or financial situation. Students may opt to release information in writing to parents or other individuals as specified.
- III. The Vice President of Student Services of WCCC has the responsibility for maintenance of the educational record and other documents relative to the student's enrollment and academic progress.
- IV. Warren County Community College will comply with all aspects of the General Data Protection Regulation legislation as it pertains to community colleges in the United States.

306.2 EDUCATIONAL RECORD

The term educational record includes only the following materials and documents:

- A. Applications for admission and re-admission
- B. High School transcripts or GED score reports
- C. College transcripts
- D. Registration and Drop/Add forms
- E. Placement test results and waiver forms
- F. College communications pertaining to academic matters
- G. Transcripts of academic grades and semester grade reports
- H. Letters of reference prepared by Warren County Community College
- I. Final grades
- J. Transcript evaluation for transfer credit
- K. Instructor referral forms

- L. Admissions decision sheets
- M. Copies of letters written by WCCC to a third-party confirming enrollment status
- N. Correspondence between the College and the student, which directly pertains to matters of requisition, academic progress, grades or any other item of the educational record
- O. SAT/ACT and/or Accuplacer or other standardized test score reports

The above list is intended to describe what may be found in educational records. Not all documents pertain to all students, nor are all the documents described above required for all students. Many of the documents listed above may be stored in electronic format in lieu of paper copy.

The term educational record does not include the following:

- A. Financial records of parents or students
- B. Confidential letters and statements placed in the student's file
- C. Counseling or advising notes
- D. Records of administrative and teaching faculty which are in the sole possession of the faculty and which are not accessible to or revealed to any other person except a substitute instructor
- E. Confidential recommendations regarding admissions, honors and awards, or employment if the person has signed a waiver of his/her right to access this information. Such a waiver shall apply to recommendations only if:
 1. The statement is, upon request, notified of the names of all persons making confidential recommendations
 2. Such recommendations are only used for the purpose intended
- F. Medical records
- G. Disability records
- H. Disciplinary records

306.3 DIRECTORY INFORMATION

Warren County Community College may release the following "directory" information on any student unless the student has designated that it should not be released without his/her prior consent. Such notification must be submitted by the student in writing to the Office of Student Services.

- A. Student Name
- B. Participation in recognized school activities
- C. Dates of attendance
- D. Degrees, Certificates, and awards received from WCCC

Nothing hereinabove shall limit the College from modifying the list of "directory information" in accordance with changes in federal or state guidelines.

Warren County Community College will not release the educational records or personally identifiable information of its students (other than directory information) without the written consent of the student to any party, except as permitted under federal law.

Students requesting that their directory information not be released must follow the procedures established by the Office of Student Services and contained in the Student Handbook.

306.4 STUDENT ACCESS TO THEIR OWN RECORDS

Students may access their own records in accordance with procedures established by the Office of Student Services and published in the Student Handbook. In addition, students may obtain copies of any material or document contained in their educational record, except official copies of documents received from other institutions or agencies, such as high school or college transcripts. The cost for copies of educational records is as follows:

1 to 10 pages	@ \$0.75 per
11 to 20 pages	@ \$0.50 per
20+ pages	@ \$0.25 per

Students will be required to pay the cost of special mail handling (e.g., overnight or registered mail)

Students may request explanations and interpretations of any portion(s) of their educational record through the procedures outlined in the student handbook. The College shall offer students an opportunity to make any corrections to their records and an opportunity for a hearing to challenge items in their student file.

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307. STUDENT TRANSCRIPTS

Student records, including an academic transcript, are protected by the Family Educational Rights and Privacy Act (FERPA) and are not considered public records. Academic records are the property of Warren County Community College (WCCC). Transcripts or other records submitted as part of the admission/transfer process also become part of a student's academic record. These documents cannot be returned to the student or forwarded to another institution.

Under FERPA, a student has the right to view the documents in his or her academic record. The College's official summary of a student's academic record is a transcript. Students may request official (sealed) or unofficial academic transcripts from WCCC. A student must be in good standing with the College to have an official transcript released. This means that all outstanding obligations (financial, academic or administrative) due to the College must be satisfied before the transcript can be issued. The College will not release transcripts for students who default on a student loan issued by WCCC until the loan has been rehabilitated or repaid. The College may establish a transcript fee to cover the cost of transcript production and mailing.

Only current or former students may request a transcript. The College will not release a student's academic information to family members, current/future employers, military representatives, law enforcement, or others without either written permission from the student or a subpoena.

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