

STUDENT RECORDS AND PRIVACY RIGHTS - BP 3.7

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

Approval: April 19, 2011

Revision:

Student Records and Privacy Rights

The Board is committed to the protection of the privacy of students and their education records and the College's compliance with the Family Educational Rights and Privacy Act ("FERPA"). The College qualifies as an educational institution within the meaning of FERPA, and therefore all education records are private to the student and the College with the exceptions set forth in this Policy and as provided by law. Students shall be granted rights of access to their records and such records shall be open to revision only as allowed by this Policy and the College's Administrative Rules. The Board authorizes the President implement those Administrative Procedures necessary to implement this Policy and as required by FERPA and the regulations implementing FERPA. Such Administrative Rules shall contain at least the following:

1. **Right to Inspect and Review:** A student shall have the right to inspect, review, or be informed of his or her education records (but only with respect to information about that particular student), except for those portions of the record protected from review by State or federal law.
2. **Destruction of Records:** The College periodically may destroy education records as required or permitted by applicable law. However, the College will not destroy any education records while there is an outstanding request to inspect and review those records, which has been made in accordance with this Policy.
3. **Notice of FERPA Rights:** The College must send a written notice of FERPA rights as required by law.
4. **Request for Amendment:** Allow a student to challenge the content of his or her education record and request an amendment thereto.
5. **Right to a Hearing:** A student who objects to a decision by the College not to make a requested amendment to his or her education records or who otherwise wishes to challenge the content of his or her education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of his or her rights of privacy will have the right to a hearing for this purpose, in accordance with the provisions of this Policy and applicable provisions of the student appeals procedure.

6. Release of Personally Identifiable Information. No release of personally identifiable information shall be made by the College without a student's prior consent, unless State or federal law requires such release.

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