

CP 4.16.1

Student Records: Confidentiality and Release

Related Board of Trustee Policy: BP 4.16

Responsible Official *VP of Learning and Student Services*
Approvals *10/25/18*
Revision

Procedure

- I. The procedures established by the College providing access to student records:
 - A. Upon receipt of a written request from the student, the VP for Learning and Student Services shall within 45 days:
 - i. Allow the student to inspect and review the permanent file and transcript.
 - ii. Provide the student with copies of the material, if the student so desires.
 - iii. Interpret the records to the student.
 - iv. Allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, the VP for Learning and Student Services shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. Students shall also have the opportunity to insert into their files any written explanations they deem appropriate.
 - B. McDowell Technical Community College considers the following "Directory Information," and will release such information unless the student notifies the VP for Learning and Student Services in writing during the first three (3) class days of each semester:
 - i. Name
 - ii. Program of Study
 - iii. Dates of Attendance
 - iv. Degrees and awards received



Authorization to Release Student Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records created or maintained by a school that receives federal funds. Students who attend McDowell Technical Community College (MTCC) retain the right of privacy in their education records. MTCC may provide access to a student's education records to a third party if the student provides written consent using this form.

A. Student Information

Name (Last, First, Middle)

Student ID

B. Time period this Form is valid: This authorization will remain in effect from the date it is executed until revoked by the student, in writing, and delivered to the Registrar's Office.

C. Third-party Designee: Disclosure of educational records will be released to the following person or persons you identify (photo ID will be required).

Name: _____

Name: _____

Name: _____

D. Information to be Released (check all that apply):

- ☐ All College Records (or mark individual options below)
- ☐ Records maintained by the Student Records Office, including academic history, transcripts, Grades/GPA, registration, student ID, academic progress status, and/or enrollment information.
- ☐ Financial Aid Information (FAFSA, Aid Status, Awards, Eligibility, Verification, Disbursements/Refunds, Satisfactory Academic Progress, Appeals).
- ☐ Course attendance, class participation, assignment and examination grades, and/or classroom behavior.
- ☐ Billing statements, charges, credits, payments, past due amount, and /or collection activity.
- ☐ Other (please list specific records): _____

E. Student Certification: I understand the information may be released orally or in the form of copies of written records, as preferred by the requester.

Student Signature

Date

Signature of College Official Received Form

Date