

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Each employee of Beville State Community College has the responsibility to ensure that he or she respects the Family Educational Rights and Privacy Act (FERPA) and carries out the requirements of confidentiality. All employees are required to sign an Acceptance of Responsibility for the Computer Access to Records Policy which also acknowledges that they have read and understand the Student Records Policy published in the College Catalog. It is important that employees understand their role as guardians of the students' right to privacy. The following are some provisions of the Family Educational Rights and Privacy Act.

1. Instructors and counselors may keep private notes on students; however, FERPA allows limited access to these notes.
2. Faculty should not disclose any personal information about a student to anyone outside this institution. This includes parents and trusted friends. All such disclosures are subject to written approval by students; therefore, all requests for disclosure of any kind should be referred to the Student Records Office. Though FERPA allows for the release of directory information on students, it is the faculty member's responsibility to ascertain if the student has made a written request to the Students Records Office that the College not release such information. Within this limitation, it is preferable that all faculty refer such questions of "directory information" to the Student Records Office unless the request is accompanied by a signed release from the student.

Directory information includes:

- Name, address (local and permanent), and telephone number;
 - Place and date of birth;
 - Major field of study/program;
 - Participation in officially recognized activities;
 - Enrollment status (full time or part time);
 - Dates of enrollment;
 - Certificates and degrees received;
 - The most recent previous educational agency or institution attended by the student;
 - Awards and/or scholarships;
 - Student photograph;
 - Height and weight of athletes; and/or
 - Email address.
3. Work-study students who have access to any type of student information shall be informed of the seriousness of revealing student information to other parties and must sign a Notification of Rights under FERPA for Postsecondary Institutions form.
 4. Instructors should note that students must be allowed access to their official academic records and may challenge their content. Therefore, it is incumbent upon faculty to maintain clear and accurate records that can be explained and justified.
 5. It is college policy that grades not be posted. Students can access their final grade online via their

myBSCC account.

6. Employees must never share access codes to the College computer system. A student worker should never have an employee's computer access code. All administrative software sessions must be signed off before an employee leaves their office; otherwise, unauthorized persons may gain access to legally protected information.

7. Being an employee of the college does not give you immediate access to all education records of all students. You must have legitimate educational interest as a result of your position to access each student's specific information.