



Bevill State Community College

SACS Reaffirmation of Accreditation Compliance Certification

Student Affairs and Services **Comprehensive Standard 3.9.2**

The institution protects the security, confidentiality, and integrity of its student records and maintains special security measures to protect and back up data. **(Student records)**

Judgment of Compliance:

Compliance **Partial Compliance** **Non-Compliance**

Rationale for Judgment of Compliance:

Bevill State Community College places the highest priority on protecting the security, confidentiality and integrity of student records. The College has established safeguards to protect students' privacy and ensure the security, confidentiality and integrity of student records in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA) and Alabama State Board of Education Board [Policy 809.01](#). As stated in the [annual notification of student rights](#) under FERPA, which is published annually in the *Bevill State Community College 2008-2009 Catalog*, the Dean of Instruction and Student Services has the overall responsibility of providing adequate student records. The Dean of Instruction and Student Services is assisted with these responsibilities by the following:

Assistant to the Dean of Student Services-Admissions

The Assistant to the Dean of Student Services-Admissions is charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Assistant to the Dean of Student Services-Admissions is responsible for continuously maintaining all students' files in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of directory/public information. The Assistant to the Dean of Student Services-Admissions also monitors the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

Assistant to the Dean of Student Services-Financial Assistance

The Assistant to the Dean of Student Services-Financial Assistance has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Assistant to the Dean of Student Services-Financial Assistance ensures that all provisions of the individual student

records policy are properly carried out.

Vice President of Finance

The Vice President of Finance has the responsibility of compliance with all provisions as set forth in this policy as they apply to the release of financial information concerning individual students.

The Assistant to the Dean of Student Services-Admissions is charged with the protection, security, confidentiality, and integrity of all student records according to the student records policy.

[Transcripts](#) of academic records are issued through the Office of Student Services following the guidelines of the College Catalog. Official academic transcripts are issued only with the written consent of the student unless an exception under FERPA is applicable.

The College uses the ALLIANT AS400 administrative software which is housed on an IBM AS400 E system located in a secure room in the Computer Services Department on the Sumiton Campus. Entrance into the computer services department is accessed via combination lock, and the server room has an additional combination lock for added security. The combinations are changed periodically at the discretion of the Director of Computer Services to ensure security.

The student master file is maintained on the College's computer network with PIX firewall. Full system backups are completed at least twice each semester and stored in an off-campus vault. Student academic records are maintained on the computer network permanently. Every user of the College's Information System has a unique login and password to the system. All employees who have access to the system are restricted by security profiles based on the job duties of the respective employee. Paper records are stored on each campus in the Office of Student Services. Beginning Spring 2008, the Student Services Division implemented the imaging of student records with the purchase of the FileBound Imaging System. The College's imaging system affords each campus the ability to access records on any student regardless of the location of the physical record. This system is also user identification/password protected to ensure the security and integrity of the records. Non-computerized paper permanent records from Walker State Technical College, Walker College, Northwest State Technical College, and Brewer State Junior College were previously scanned to disk using the Application Extender software. Each campus possesses a copy of these records, which can be accessed via the disk. An additional set of the disks are stored off-site at the Citizens Bank in Fayette, Alabama for back-up security. In addition, an administrative system disaster recovery plan agreement was approved and implemented in 2007 with Wallace State Community College in Hanceville, Alabama to ensure the continuity of business in the event of a disaster. The data security for the college is outlined in detail in the 2008 [Technology Plan](#).

References and Supporting Documentation:

Keyword(s)	Reference
FERPA	Family Education Rights and Privacy Act of 1974, 34 CFR Part 99
Policy 809.01	State Board Policy: 809.01 Student Records: General
Annual notification of student rights	<i>Bevill State Community College 2008-2009 Catalog, Student Records, pages 122-124</i>
Transcripts	<i>Bevill State Community College 2008-2009 Catalog, Transcript Policy, page 28</i>
<i>Technology Plan</i>	<i>Bevill State Community College Technology Plan, Data Security and Disaster Recovery Plan, pages 29-34</i>