



Student Records Policy Louisburg College

1.0 Purpose: The policies and procedures outline herein have been formulated and adopted in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (Public Law 93-380-513)

2.0 Types of Records: Louisburg College categorizes student records as follows:

- A. Directory information which includes name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and degrees and awards received.
- B. Non-public information which includes:
 - a. Academic and Admissions Records maintained by the Registrar's Office
 - b. Academic Disciplinary Records maintained by the Academic Dean's Office
 - c. Psychological and Counseling Records maintained by the Director of Counseling Services
 - d. Financial Records maintained by the Financial Services Office
 - e. Behavioral Disciplinary Records maintained by the Student Life Office
 - f. Disability Records maintained by the Director of Accessibility Services
 - g. Alumni Records maintained by the Institutional Advancement Office

3.0 Release of Records:

- A. Directory information may be released by the College without the student's consent unless the student submits a specific written exemption (Louisburg College FERPA Form 1) to the Registrar's Office.
- B. Non-public information will not be released by the College without written consent of the student to external persons or agencies except:
 - a. Certain organizations and federal and state agencies requiring information for audits and inspections. For example, the National Student Clearinghouse® Research Center™, a 501(c)(3) nonprofit organization
 - b. Accrediting associations in fulfilling their purposes
 - c. Organizations conducting legitimate educational studies where the anonymity of the student is guaranteed
 - d. In connection with a student's application for or receipt of financial aid
 - e. Appropriate officials in cases of health and safety emergencies
 - f. State and local authorities, within a justice system, pursuant to specific state law

4.0 Access to Records:

- A. Members of the College faculty and staff with a legitimate educational interest will be permitted access to non-public student records without a student's consent.

- B. Student may obtain access to their own records by submitting a written request (Louisburg College FERPA Form 2) to the responsible administrative office (listed in 2.0 B). Records covered by FERPA will be made available within forty-five days of the request. Copies of records will be made available to the student upon request for 40 cents per page. The following records are not available to students:
- a. Financial records of parents
 - b. Confidential recommendations executed on or after January 1, 1975, to which the student chose to waive his access rights
 - c. Medical records (will be provided to a qualified professional of the student's choice)
 - d. Records of College administrators, faculty, and staff which are in the sole possession of the maker and which are not accessible to other persons except a substitute
 - e. Law enforcement records which are not made available to persons other than law enforcement officials of the same jurisdiction
- C. The administrator responsible for each category of student records will keep records of requests and disclosures of personally identifiable information. These records will become a part of the student's education record to be retained until the record to which the request refers is destroyed. Records of requests and disclosures will not be maintained for: 1) Those made by school officials 2) Those specified as Directory Information

5.0 Challenge of Records:

Any student desiring to challenge the accuracy of information in his or her records may do so by submitting a completed Louisburg College FERPA Form 2 to the responsible administrator (listed in 2.0 B). If the controversy cannot be settled informally between the student and the administrator, a hearing will be conducted. Students may request a formal hearing by submitting a completed Louisburg College FERPA Form 3 to the administrator of which the educational records in question are housed. The President of the College will appoint three persons to conduct the hearing who have no personal interest in the outcome. If the outcome of the hearing is unsatisfactory to the student, he has the right to submit an explanatory statement for inclusion in the education record.

6.0 Retention of Records:

- A. Academic records (transcripts) of a student will be kept indefinitely.
- B. Admission documents will be retained in the Registrar's Office for five years after the student withdraws or graduates.
- C. Academic disciplinary records maintained by the Academic Dean's Office will be maintained for five years from the date the disciplinary action was taken.
- D. Psychological counseling and psychiatric records maintained in the Counseling Service's Office will be maintained for five years after the student withdraws or graduates.
- E. Psychiatric records for obtaining disability services maintained in the Director of Accessibility Services Office will be maintained for five years after the student withdraws or graduates.
- F. Behavioral disciplinary records maintained in the Student Life Office will be retained for five years from the date the disciplinary action was taken.

- G. Financial records will be retained so long as any obligation to the College remains or as required by law.
- H. Financial Aid records will be retained for five years or until audited, whichever occurs first.
- I. Alumni records will be retained indefinitely.

7.0 Annual Notification:

- A. Parents and students will be notified annually of:
 - a. Existence of the policies and procedures described herein
 - b. Where copies of the policies and procedures may be obtained
 - c. What information the college categorizes as Directory
 - d. The right to withhold Directory Information and the procedures to follow in requesting non-disclosure
- B. Annual notification (see attachment 1) will be disseminated by publication on the Louisburg College Registrar webpage, SOAR events, and student email.

8.0 Responsibility for Compliance: The Academic Dean is designated as the College official responsible for implementation of the policies and procedures described herein. Questions concerning Louisburg College compliance with the Family Educational Rights and Privacy Act of 1974 should be referred to this office. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with this Act.

LOUISBURG COLLEGE FERPA ANNUAL NOTICE

Attachment 1



LOUISBURG COLLEGE: FERPA ANNUAL NOTICE

Louisburg College attempts to provide a safe and secure environment for all students including the contents of educational records according to the Family Educational Rights and Privacy Act of 1974 (FERPA). In doing so, the College recognizes that each student is in the process of establishing his or her life values and will from time to time encounter personal, social, and academic problems which, as learning experiences and developmental opportunities, should be seen as a foundation for future growth rather than as a stigma. It is with this in mind that the College adopted its policy respecting the confidentiality of student records.

Louisburg College maintains two types of records related to each student 1) public or directory information and 2) non-public information.

Directory information includes name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and degrees and awards received. Directory information may be released by the College without the student's consent unless a specific written exemption is provided to the Registrar by the student.

Non-public information will not be released to any external person or agency, with exception, without the written consent of the student. Exceptions include: a) Certain organizations and federal and state agencies requiring information for audits and inspections. For example, the National Student Clearinghouse® Research Center™, a 501(c)(3) nonprofit organization, b) Accrediting associations in fulfilling their purposes, c) Organizations conducting legitimate educational studies where the anonymity of the student is guaranteed, d) In connection with a student's application for or receipt of financial aid, e) Appropriate officials in cases of health and safety emergencies, f) State and local authorities, within a justice system, pursuant to specific state law

Non-public student records are maintained only by College staff employed for that purpose.

- A. Academic and Admissions Records maintained by the Registrar's Office
- B. Academic Disciplinary Records maintained by the Academic Dean's Office
- C. Psychological and Counseling Records maintained by the Director of Counseling Services
- D. Financial Records maintained by the Financial Services Office
- E. Behavioral Disciplinary Records maintained by the Student Life Office
- F. Disability Records maintained by the Director of Accessibility Services
- G. Alumni Records maintained by the Institutional Advancement Office

Access to Records

The post-secondary student enjoys seven basic rights with regard to their educational records under FERPA which include:

1. The right to inspect and review, with certain exceptions, their official records;
2. The right to a hearing to challenge the content of the record to ensure that records are not inaccurate or to correct inaccurate information;
3. The assurance, with certain exceptions, that records will not be released without the student's written consent;
4. The right to know what agencies, organizations or persons have access to the records and their interest in such access;
5. The assurance that personal information from the student's educational records shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the student;
6. Annual notification of their rights pursuant to the Act;
7. The right to submit a written complaint to the Family Educational Rights and Privacy Office concerning alleged failure of the College to comply with the Act and its implementing regulations.

College faculty and administrative staff will be permitted access to non-public student records without a student's consent if they have a legitimate educational interest. (A legitimate educational interest is defined as an educationally related purpose which has a directly identifiable educational relationship to the student involved.) A student is permitted access to his or her own records (except medical, psychological, or psychiatric data, which will be provided only to a qualified professional of the student's choice) by providing a written request to the responsible administrator. Copies of records will be made available to a student upon request at a cost of 40 cents per page with the exception of transcript requests.

Any student desiring to challenge the accuracy of information contained in his or her records may do so upon written request with the responsible administrator in which the education records are housed. If the controversy cannot be settled informally between the student and the administrator responsible for the records, a hearing will be conducted to ensure that the records are not inaccurate, misleading, or otherwise in error.

Retention of Records

- A. Academic records (transcripts) of a student will be kept indefinitely.
- B. Admission documents will be retained in the Registrar's Office for five years after the student withdraws or graduates.
- C. Academic disciplinary records maintained by the Academic Dean's Office will be maintained for five years from the date the disciplinary action was taken.
- D. Psychological counseling and psychiatric records maintained in the Counseling Service's Office will be maintained for five years after the student withdraws or graduates.

- E. Psychiatric records for obtaining disability services maintained in the Director of Accessibility Services Office will be maintained for five years after the student withdraws or graduates.
- F. Behavioral disciplinary records maintained in the Student Life Office will be retained for five years from the date the disciplinary action was taken.
- G. Financial records will be retained so long as any obligation to the College remains or as required by law.
- H. Financial Aid records will be retained for five years or until audited, whichever occurs first.
- I. Alumni records will be retained indefinitely.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION
Louisburg College FERPA Form 1

1. The items listed in paragraph 3 below are designated as Directory Information and may be released for any purpose at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all items of "Directory Information" listed in paragraph 3 below.
2. Please consider very carefully your decision to withhold "Directory Information". Should you decide to inform the College not to release any or all "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused. The College will honor your request to withhold any information listed below but cannot assume responsibility to contact you for subsequent permission to release. Regardless of the effect upon you, the College assumes no liability for honoring your instructions that such information be withheld.
3. Please circle the items below that you do not wish Louisburg College to disclose.
Name
Address
Telephone listing
Date and place of birth
Participation in officially recognized activities and sports
Dates of attendance
Degrees and awards received
4. Note: If this form is not received by the Registrar's Office, it will be assumed that the above information may be disclosed.

Date: _____ Student's Signature: _____

REQUEST TO INSPECT AND REVIEW EDUCATION RECORDS
Louisburg College FERPA Form 2

Student's Name: _____

Student's Permanent Address: _____

I wish to inspect my educational record maintained in the following office(s):

Student's Signature: _____ Date: _____

Record Custodian's Signature: _____ Date: _____

Title and Office: _____

REQUEST FOR FORMAL HEARING
Louisburg College FERPA Form 3

Date: _____

To: Hearing Panel

From: _____
Student's Name

Subject: Request for Hearing Concerning Student Educational Records

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records.

Education Record Contested: _____

Contested Information:

Please notify me of the date, time, and place of the hearing.

Student's Address: _____

Student's Email Address: _____

Student's Telephone Number: _____

Student's Signature: _____