

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: STUDENT RECORDS

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INTRODUCTION

The college shall establish and enforce guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information which becomes a part of a student's permanent educational records and governing the conditions of its disclosure. Except as otherwise indicated in the procedural guidelines, the college will not provide information contained in student educational records in response to inquiries from either within or without the college unless the expressed consent of the student has been given. Inquiries from relatives, other students, faculty, and staff, acting as private persons or members of extra-college groups or organizations, will be treated as coming from outside the college. Exception will be made in the disclosure of personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

DEFINITIONS

Student - A student is defined as any person who is or has been officially registered at the college and with respect to whom the college maintains education records or personally-identifiable information.

Education records – any record (in handwriting, print, tapes, disc, film or other medium) maintained by Grays Harbor College or an agent of the college which is directly related to the student, except:

- a. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- b. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- c. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

Transcripts of a student's scholastic records shall contain only information about his/her academic status and eligibility to continue at the college. Disciplinary records shall be kept separate from academic records and no notation of any disciplinary action shall appear on a student's transcript. No records shall be kept which reflect a student's political or ideological beliefs or associations.

School Official – a person employed by the college in an administrative, supervisory, academic or support staff position. A person appointed to the Board of Trustees. A person employed by or under contract to the college to perform a special task, such as an attorney, collection agent, auditor, contractor, consultant, volunteer or other outside service providers used to perform institutional services and functions. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, is performing a task related to a student's education, or is performing a task related to the discipline of a student. A student serving on an official committee or assisting another school official in the performance of his/her tasks.

Legitimate Educational Interest – when a school official needs to review an education record in order to fulfill an official/professional responsibility.

Crime of Violence – includes the offenses of arson, assault, burglary, homicide, kidnapping, robbery, destruction/damage/vandalism of property, and forcible sex offenses.

Non-forcible sex offenses – acts, that if proven, would constitute statutory rape or incest.

DIRECTORY INFORMATION

Unless the student specifically requests otherwise, designated officials of the college may respond positively to requests for directory information about a student. Grays Harbor College designates the following items as Directory Information:

- a. Student's name, mailing address, e-mail address
- b. Major field of study
- c. Participation in officially recognized activities or sports
- d. Height and weight of athletic team members
- e. Dates of attendance (includes verifying current quarterly enrollment)
- f. Part time or full time enrollment status
- g. Tuition and fees owed
- h. Degrees and certificates received or not received
- i. Other institutions attended
- j. Veteran status
- k. Honors and awards received
- l. Photographs

The college may disclose any of these items without prior written consent unless notified in writing to the contrary. Written notification is provided to the office of Admissions and Records.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the Associate Dean for Student Services. Students should submit a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The Associate Dean will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. A period of time no greater than twenty working days may be required by these offices to process a request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

The associate dean for student services or the vice president for student services will be responsible for reviewing unusual requests for information and assisting in interpretation of the rules and regulations of the Family Educational Rights and Privacy Act of 1974 as published in the Federal Register, Volume 41, #18, June 17, 1976.

The college is not required to permit a student to inspect and review the following records:

1. Financial records and statements of his/her parents or any information contained therein.
2. Confidential letters and confidential statements of recommendation which were placed in the educational records of a student prior to January 1, 1975.

DISCLOSURE OF EDUCATION RECORDS

Grays Harbor College will disclose information from a student's education records only with the written consent of the student, however, the institution may release information in the following instances:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, the U.S. Attorney General and state and local educational authorities in connection with certain state or federally supported education programs and to Student Loan Clearinghouse, WAOL, or the Virtual College.
4. In connection with a student's request for or receipt of financial aid (includes Veteran's benefits), as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the college.
6. To accrediting organizations to carry out their functions.
7. To parents of an eligible student who claim the student as a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate professionals or parents and/or spouses in a health or safety emergency of the student or other individuals.
10. To military recruiting personnel in accordance with the Solomon Amendment.
11. To comply with court orders issued by US Attorney General under the USA Patriot Act.
12. When an institution needs the records to proceed with legal action as a plaintiff against a student or to defend itself in a legal action by a student.
13. To the victim of a crime of violence or non-forcible sex offense of the final results of an institutional disciplinary hearing against the alleged perpetrator of that crime regardless of whether the institution concluded that a violation had occurred.
14. To the public of the final results of a disciplinary hearing when the institution has determined that the student is a perpetrator of a crime of violence or non-forcible sex offense and with respect to the allegation, the student has committed a violation of the institution's rules or policies.
15. To parents and legal guardians of students under the age of 21, regardless of their dependency status, of information regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance if
 - The institution has determined that the student has committed a disciplinary violation with respect to that use or possession; and
 - The student is under the age of 21 at the time of the disclosure to the parent.

Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons.

REFUSAL TO PROVIDE COPIES

Grays Harbor College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student has an unpaid obligation to the college.
- There is an unresolved disciplinary action against the student.

AMENDMENT OF EDUCATIONAL RECORDS

Students have the right to ask to have their records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the possible correction of records:

1. A student must submit to the associate dean for student services a request in writing to amend a record.
2. The college shall decide whether to amend the educational records of the student in accordance with the request, normally within two weeks of receipt of the request.
3. If the college decides to refuse to amend the educational records of the student in accordance with the request, it shall so inform the eligible student of the refusal and advise the student of the right to a hearing.

Right to a hearing

4. The method for requesting a hearing shall be by written appeal through the associate dean for student services.
5. Upon request, the college will arrange for a hearing and notify the student, reasonably in advance of the date, time and place of the hearing.
6. The hearing shall be conducted by the Vice President for Administrative Services or designee.
7. The eligible student may have assistance from, or be represented by, any individual of his/her choice and at his/her own expense, including an attorney, in presenting his/her case.
8. A written copy of the decision shall normally be afforded the student within two weeks after the conclusion of the hearing.
9. If the eligible student disagrees with the results of the hearing, he/she has a right to place a statement to this effect, with the reasons, in his/her educational records. This statement shall be retained as long as the disputed information is on file and shall be forwarded with this information at any time it is disclosed to an outside agency.

ANNUAL NOTIFICATION

The college will give annual notification to students of these procedures concerning their educational records. It will be done by notices in the College Catalog, the quarterly schedule of classes, and the Student Handbook.

Approved by

Ed Brewster, GHC President

Date