

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 5– STUDENT SERVICES SUBSECTION 51 – ADMISSIONS, REGISTRATION & STUDENT RECORDS

POLICY NUMBER: BP – 5140

STUDENT PRIVACY AND RELEASE OF INFORMATION

1. POLICY REASON/PURPOSE/INTENT

To establish a policy on student privacy and release of information.

2. DEFINITIONS

N/A

3. POLICY

3.1 Northeast Community College complies with all federal, state, and local laws, which relate to student records including the Family Educational Rights and Privacy Act (FERPA) of 1974. Student privacy related to the release of information shall be in accordance with college procedures.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 04/09/2014

ORIGINAL ADOPTION DATE: 04/10/1975 (item #0888)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 06/11/1981
(item #2977); 09/12/1996 (item #7739); 03/09/2006 (item #9853); 04/09/2014 (item #11419)

PRIOR POLICY/PROCEDURE NUMBER: 5030

SCHEDULE FOR REVIEW: 2016

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-5140.0

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: student privacy; release of information; FERPA