



College of The Albemarle Procedure

Procedure Number: 4-10.1P

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Title: Student Records

Related Policy:

Division of Responsibility: Student Success and Enrollment Management

6/2021

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to establish and publish procedures regarding the maintenance and security of all students records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Administrative Responsibilities

It is the responsibility of the Vice President of Student Success and Enrollment Management in conjunction with the Enrollment Management Committee to review and revise this procedure.

Procedures

College of The Albemarle recognizes the importance of exercising responsibility for the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as enacted by Congress, the college makes the following information known:

- A. Types of informational records and information which directly relate to students and which are maintained by the college
 1. Permanent Student File(s): transcripts or work at other educational institutions:
 - health forms or records,
 - recommendation letters,
 - placement test profiles,
 - application,
 - residency forms,
 - discipline files,
 - student disability files,
 - financial aid documents
 - counseling files, and
 2. Transcripts: academic record of all courses taken while enrolled at the college.



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- B. The official responsible for maintaining each type of record, the persons who have access to these records, and the purposes for which they have access
1. The Registrar: responsible for security, confidentiality and maintenance of student files and transcripts;
 2. All staff in the Student Success and Enrollment Management (SSEM) office: access to the files for maintenance purposes;
 3. The counselors, approved SSEM staff and faculty advisors: access to the files for use in academic advisement;
 4. Coordinator, Special Populations: responsible for the security and confidentiality of records associated with student disabilities;
 5. Director, Admissions and Financial Aid: responsible for maintaining student files related to student aid and scholarships;
 6. Counselors, SSEM Advisors and Faculty: responsible for the security and confidentiality of records associated with student counseling/advising sessions; and
 7. Vice President, SSEM: responsible for maintaining student files related to Student Code of Conduct and Academic Integrity violations and counseling files that result in referrals to external agencies.
- C. The policy of the college for reviewing, maintaining, and expunging records
1. Allows the institution to destroy all student records except the official transcript five years after the student leaves the college.
 2. Acknowledges that parents and legal guardians of independent students over 18 years of age or older do not have a right to view student records, grades, test scores, etc. unless written consent from the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records without the written consent of the student.
 3. Request for student transcripts will not be honored as long as the student has any outstanding debt to the college.
 4. Official transcripts will be forwarded only at the written request of the student and receipt of payment for each transcript.



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5. Written permission from the student is required before grades or records of students are released, except as outlined previously in Section II.
- D. The procedures established by the college providing access to student records
1. Upon receipt of a written request from the student, the Registrar within 30 days is responsible for the following:
 - Allowing the student to inspect and review the permanent file and transcript;
 - Providing the student with copies of the material, if the student so desires, at a cost of \$.50 per page;
 - Interpreting the record to the student; and
 - Allowing the student to challenge, in writing, the contents of the files. Upon receipt of the challenge, the Registrar shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. The student shall also have the opportunity to insert into his/her file any written explanation he/she deems appropriate.
 2. A student who wishes to review their student aid file should contact the Director, Admissions and Financial Aid.
 3. A student who wishes to review their file related to a counseling/advising session should contact the appropriate counselor, SSEM advisor or faculty.
 4. A student who wishes to review their file related to disability services should contact the Coordinator, Special Populations.
 5. A student who wishes to review their file related to discipline should contact the Vice President, Student Success and Enrollment Management.
 6. College of The Albemarle considers the following “directory information” and will release such information unless the student notifies the Registrar in writing within the first three class days of each semester.
 - Name
 - Program of study
 - Participation in officially recognized activities
 - Dates of attendance
 - Graduation honors



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E. A student may make a written request to the Registrar to have his/her record closed. Students who do not wish to have any or all "directory information" made public without their consent must give to the Registrar each semester a signed and dated notice specifying the information not to be released.

F. Requests for Lists of Students

College of The Albemarle does not publish or distribute lists of applicants, currently enrolled students, or graduates for use by non-profit or for-profit off campus organizations.