

# BLUE MOUNTAIN COLLEGE

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## POLICIES AND PROCEDURES

**AREA:** Academic Affairs

**NUMBER:** Policy 2.42

**SUBJECT:** Accuracy of Student Records

It is the policy of Blue Mountain College to maintain accurate records of all students during their tenure at the College. The College is committed to maintain records in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

### **A. Maintenance of Student Records**

Blue Mountain College views student records as a “snapshot in time” of the student during matriculation at BMC. Upon graduation the records are considered “closed” and will be maintained by the College as such in accordance with federal and state law and regulations.

Academic records are maintained in the Office of the Registrar. Other records will be maintained in the Office of Student Services.

Eligible students and or parents have the right to request that BMC correct errors which they believe to be inaccurate and corrections will be made in accordance with FERPA. Requests for corrections to records must be in writing and must contain information to verify the identity of the person requesting the correction. Requests for corrections to academic records should be directed to the College registrar. Requests for corrections to disciplinary and other records shall be directed to the Office of Student Services.

### **B. Inaccuracies in Student Records**

Corrections of inaccuracies to records will be made upon request, accompanied by appropriate documentation to the satisfaction of Blue Mountain College that the records were in error during the time period covered by the records. Records will not be changed to reflect changes that have occurred subsequent to the student’s attendance at Blue Mountain College if such records were accurate at the time of attendance. This policy also applies to requests for change of name on diplomas.

A student who is denied changes in his/her record may appeal that decision in accordance with the College appeals process and will be given all rights afforded to them by the Family Education Rights and Privacy Act of 1974 (FERPA).

SOURCE Board of Trustees: February 26, 2016