

POLICIES AND PROCEDURES

AREA: Student Affairs

NUMBER: Policy 4.02

SUBJECT: Confidentiality of Student Records and Information

1. General Student Records

The College may require such information from or about a student or prospective student which enables the institution to enter into an “arms length” contractual relationship with the students in keeping with the standards, policies, and regulations of Blue Mountain College.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), college students have the right to inspect and review any and all educational records pertaining to themselves, including records directly related to the student and maintained by Blue Mountain College or by a party acting for the College, unless such records are exempt by law. The request to inspect and review educational records will be honored within 45 days of the day the College receives a request. A student has the right to request an amendment of his/her education records that the student believes are inaccurate.

Records of the student will be released only if specifically authorized by law and, otherwise, only upon the written direction and consent of the student.

Directory information may be released without the student’s written consent. The following categories of information have been designated by Blue Mountain College as directory information: name, sex, mailing address, electronic address, full-time or part-time status, listed telephone number, parents’ names, year in school, date and place of birth, marital status, name of spouse, major and minor fields of study, denominational preference/membership, residence hall or commuter status, participation in officially recognized activities and sports, weight and height of members of athletic teams, athletic position and statistics, dates of attendance/graduation, degrees and awards received, anticipated graduation date, names of previous educational institutions attended by the student, class schedules, campus box number, campus dormitory and room number, society of which the student is a member, campus employment, fact of medical injury when essential, and other similar information.

The College will use its own discretion in the release of any or all of these items of “Directory Information” keeping in mind the best interest of the student at the College. No indiscriminate use of this information will be allowed. Any individual undergraduate student may, in writing, refuse to allow the use of this material by contacting the Office of the Registrar. Any individual graduate student may, in writing, refuse to allow the use of this material by contacting the Office of Graduate and Continuing Education.

It is official College policy not to release or provide any information when the request for it is likely to lead to commercial solicitation of various kinds.

BLUE MOUNTAIN COLLEGE

Any items not listed here will be released only upon written consent of the student, unless expressly allowed by law and federal regulation.

Personnel of the College determined by the College to be “college officials” having a “legitimate educational interest” in the records of the student, beyond those items listed above, may have access to the files.

In no case, however, is information, beyond “Directory Information” status, as defined above, to be used or divulged or communicated beyond the legitimate educational purpose for which it was initially obtained.

This policy shall apply between departments and offices on campus as well as off campus.

To the extent allowed by law and regulations, Blue Mountain College will communicate, in the best interest of the student, with the parents of all tax-dependent students.

If a “tax-dependent” student is receiving financial assistance from someone other than his/her parents (corporations, banks, trust funds, aunts, uncles or grandparents, for example), or his/her parents even if not a “tax-dependent,” and he/she requests or requires copies of grades and other evaluations, and the student finds it necessary to supply this information to continue to enjoy the financial assistance, it will be necessary for the student to execute the appropriate forms for the release of this material in the appropriate offices of the College. Only in this way can or will such information be released to those giving financial assistance, as required by the Act of the Federal Congress.

Under the Final Regulations of the Act, the term “records” accessible to the student *does not* include personal notes of the professor or administrator, records in the Office of Public Safety, employment records of any employee, medical records even though these may be reviewed by a physician of the student’s selection, and records established and maintained on the activities and achievements of any former student of the College.

2. Information Other than Student Records

When off-campus individuals inquire as to the whereabouts of a student on campus, that information should not be released. If there is an emergency or a student needs to be contacted, the matter should be referred to the Office of Business Affairs. Appropriate College officials will ascertain the need for notification of students and will notify students, should there be an emergency. Under no circumstance should a College employee inform an off-campus individual as to the whereabouts of a student on campus.

3. Compliance

Complaints and reports of noncompliance with this policy should be directed to the College Registrar. If satisfactory resolution of the complaint is not made, a final written appeal may be made to the Vice President for Academic Affairs.

Students have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office which administers FERPA and to which complaints are to be sent is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

BLUE MOUNTAIN COLLEGE

SOURCE: Board of Trustees: February 22, 2013; October 02, 2009; November 27, 2006; June 19, 2006; October 07, 2005; February 25, 2005; February 22, 2002
EDITORIAL CHANGE: May 31, 2013