

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. BP-4.5**

**TITLE: STUDENT PRIVACY**  
**SECTION 1. GENERAL**

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| <b>1.1 Scope</b>          | This policy describes the College’s compliance with federal and state laws concerning student privacy and educational records information. |
| <b>1.2 Authority</b>      | Family Educational Rights & Privacy Act of 1974  |
| <b>1.3 Effective Date</b> | February 1, 2004; April 24, 2019; April 19, 2023   |

**SECTION 2. STATEMENT**

Students are guaranteed the rights to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Further, students are permitted to dispute any educational record items which are believed inaccurate. Student requests to review their educational records must be made in writing directed to the Administration or designee.

Confidential student information or educational records release shall require: (1) Written authorization by the student, and/or (2) Court order or other judicial authority in accordance with applicable law.

The College may release all or part of the directory information listed above. If a student does not wish to have public or “directory information” released, the student must notify the Administration or designee in writing by the end of the first full week of classes each semester. Upon receipt of notice, such records shall remain restricted until release by the student.



04/19/2023

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BOARD OF GOVERNORS, CHAIR

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DATE