

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

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

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

SECTION 2 STATEMENT

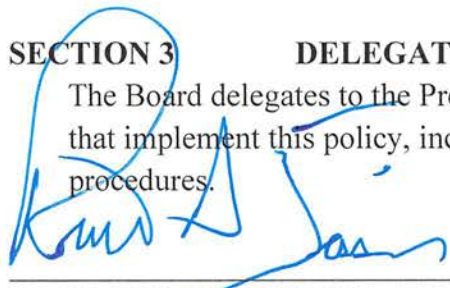
Students are guaranteed the rights to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and privacy Act of 1974, as amended (FERPA). Further, students are permitted to dispute any educational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

SECTION 3 DELEGATION OF AUTHORITY

The Board delegates to the President the responsibility to develop administrative regulations that implement this policy, including but not limited to, student dispute of records procedures.



BOARD OF GOVERNORS, CHAIR

April 24, 2019

DATE

Approved by LOT: 3/18/19
Approved by Cabinet: 4/2/19
Approved by BOG: 4/24/19