

PROCEDURE 3.5.0: STUDENT RECORDS

Definitions

Regarding Policy 3.5: Student records, Sandburg uses the following terms.

Student

Any person who attends or has attended Sandburg.

Education records

Any record (in handwriting, print, electronic or other medium) maintained by Sandburg or an agent of the college, which is directly related to a student, except:

1. A personal record kept by a staff member if it's kept in the sole possession of the record maker and isn't accessible or revealed to another person except a temporary substitute for the record maker.
2. Records created and maintained by Sandburg security staff for law enforcement purposes.
3. An employment record of an individual whose employment isn't contingent on the fact that he/she is a student provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records containing information about a student after he/she is no longer in attendance at the college and which don't relate to the person as a student.

Annual notification

Sandburg students are notified of their FERPA rights annually by publication in the student handbook, in the college catalog, through Sandburg student email and the college website.

Procedure to inspect education records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian a written request, which identifies as precisely as possible the record or records he/she wishes to inspect.

The record custodian will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the record(s) can be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Right of Sandburg to refuse access

Sandburg reserves the right to refuse allowing a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his/her rights of access, or which were placed on file before Jan. 1, 1975.
3. Any records excluded from the Sandburg and FERPA definition of education records.

Refusal to provide copies

Sandburg reserves the right to deny official transcripts or copies of records not required to be made available by FERPA or state law in any of the following situations:

1. The student has an unpaid financial obligation to the college.
2. There's an unresolved disciplinary action against the student.

Types, locations and custodians of education records

The following is a list of the types of records Sandburg maintains, their locations and their custodians.

EX.	TYPE	LOCATION	CUSTODIAN
1.	Admission records	Student Development	Registrar
2.	Cumulative academic records (transcripts)	Student Development	Registrar
3.	Health records (for Allied Health students)	Division office — Allied Health	Dean of nursing; dean of health professions
4.	Health records (for student athletes)	Student Development	Athletic director
5.	Financial records	Business office; chief financial officer (CFO)	Financial aid records
6.	Placement records (academic placement)	Testing Center	Testing center coordinator
7.	Placement records (job)	Student Development	Coordinator of career development
8.	Progress records	Faculty office	Instructor(s)
9.	Disciplinary records	Student Development	Vice president of student development

TYPE

Occasional records (student education records not included in the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)

LOCATION

The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.

CUSTODIAN

The college staff person who maintains such occasional systems records.

Disclosure of education records

Sandburg will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. School officials include:
 - i. A person employed by the college in an administrative, supervisory, academic, research or support staff position.
 - ii. A person elected to the board of trustees.
 - iii. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

- i. Performing a task that is specified in his/her position description or by a contract agreement.
 - ii. Performing a task related to a student's education.
 - iii. Performing a task related to the discipline of a student.
 - iv. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll. The college will make a reasonable attempt to notify the student of the transfer.
3. To certain officials of the U.S. Department of Education, the Comptroller, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for a receipt of financial aid as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by the college, in compliance with FERPA regulations.

12. The results of any disciplinary proceeding conducted by the college against an alleged victim of that crime.
13. The Solomon Act, which mandates access to the armed forces for recruitment purposes.

Record of results for disclosure

Sandburg maintains a record of all requests for and/or disclosure of information from a student's education records. The record indicates the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information.

Directory information

Sandburg designates the following categories of student information as public or directory information:

- Student's name
- Student's hometown
- High school attended
- Full-time, part-time enrollment
- Approval candidacy for graduation
- Major field of study
- Enrollment status
- Dates of attendance
- Most recent education agency or institution attended degrees, honors and awards received
- Height and weight of student-athletes
- Participation in officially recognized activities and sports

The above information may be disclosed by the institution for any purpose at its discretion. However, currently enrolled students may withhold disclosure of these items by notifying Admissions in writing within the first 14 days of classes each semester. Request for non-disclosure must be made each semester.

Correction of education records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate Sandburg official to amend a record, identifying the part of the record they want changed and why they believe it's inaccurate, misleading or in violation of his/her privacy or other rights. Education record appeals must be filed by the student with Admissions within 60 days of the closing of the academic term.
2. Sandburg may comply with the request or choose not to comply. If the college decides not to comply, the student will be notified of the decision and advised of the right to a

hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.

3. Upon request, Sandburg will arrange for a hearing, and notify the student, reasonably in advance of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student is afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Sandburg will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Sandburg decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Sandburg discloses the contested portion of the record, it must also disclose the statement.

If Sandburg decides that the information is inaccurate, misleading or in violation of the student's right of privacy, the record will be amended and the student notified in writing that the record was amended within 30 days of the decision.

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