

**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE Student Record Privacy

POLICY CODE 4013 (Page 1 of 2)

DATE ADOPTED October 16, 1991

DATE(S) REVIEWED January 2006, March 2011

DATE(S) AMENDED April 2011

Southwestern Illinois College shall maintain permanent academic records for each student, protect these same records against loss, damage, or unauthorized alteration and maintain a policy that shall ensure compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.

The administration will ensure that procedures are developed, approved, and promulgated to ensure compliance with the provisions of the act.

The *Family Educational Rights and Privacy Act of 1974* is a federal law which, among other things, stipulates that each educational institution must develop policies and procedures to insure compliance with the act.

Southwestern Illinois College is concerned that all students are accorded their full rights under the law. No one outside of Southwestern Illinois College shall have access to, nor will college officials disclose any information from students' educational records without the written consent of the students, except to personnel within the college, officials of other institutions in which students seek to enroll, persons or organizations providing financial aid to students, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons in an emergency when deemed necessary to protect the health or safety of students or other persons. All of these exceptions are permitted under the act.

Within the Southwestern Illinois College community, only those members acting in the students' educational interests are allowed access to student educational records. Those members include administrators, faculty, and staff acting within the limitations of their legitimate need to know.

Certain items of student information have been designated "Directory Information" (See Administrative Procedures) and that information may be released by Southwestern Illinois College officials upon request for any purpose. However, such releases will be limited to those with relevant college related business. Currently enrolled students may request their directory information not to be released without their written consent. A Request to Prevent Disclosure of Directory Information form is available for that purpose through the college website or in the Enrollment Services Office. This request will remain in effect permanently unless the student submits a request in writing to have the non-disclosure request removed.

Students have the right to inspect and review information contained in their education records, to challenge the contents of those records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing panel is unacceptable. The Dean of Enrollment Services at Southwestern Illinois College has been designated to coordinate the inspection and review procedures for student records. Students who wish to review their education records must submit a written request to the Dean of Enrollment Services (a form letter is available in the Enrollment Services Office). Records covered by the provisions of the act will be made available no later than forty-five days from the date of the request. Students may, in some cases, have copies made of their records; however, copies of academic records and transcripts from other institutions cannot be reproduced. Students will be charged the prevailing fee for reproduction of records. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the college security/law enforcement unit, college employment and alumni records, or student health records, except that student health records may be reviewed by physicians when requested by the student concerned.

Students may not review financial information submitted by their parents, confidential letters, and recommendations associated with admissions or employment, or education records containing

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information about more than one student (students will be permitted access to that portion of such records as pertains to them).

Southwestern Illinois College's Disability & Access Center does not release or send third party information obtained for documenting disabilities that was created by high schools, physicians or any other specialists. Persons should request this information from the original provider of information.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their rights, may discuss their concern with the Dean of Enrollment Services. The student will be notified in writing by the Dean of Enrollment Services if the discussion does not result in a decision acceptable to the student. The student may then request a formal hearing by submitting such a request in writing to the Dean of Enrollment Services within seven calendar days from the date of receipt of the Dean's letter. Upon receipt of the request, the Dean of Enrollment Services will arrange and schedule a formal hearing panel and will notify the student of the date, time, and place of the hearing. The student may present the evidence relevant to the hearing by one or more persons of their choice, including attorneys (at the student's expense).

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be forwarded to all persons concerned. If the decision is unfavorable to the student, the student may submit statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decision of the hearing panel. Such statements will be placed in the student's educational records, maintained as part of the records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenge were unfair, or not in keeping with the provisions of the act, may submit a written request for assistance to the appropriate Vice President of Southwestern Illinois College. In addition, students may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, DC 20201, concerning the alleged failures of Southwestern Illinois College to comply with the act.