

**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 Learner Support Services.

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 has designated as public, or “directory information,” the following information: student’s name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.

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 Learner Support Services 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.

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BOARD OF GOVERNORS, CHAIR

February 1, 2004

DATE