

STUDENT RECORDS

The Office of the Registrar is responsible for the maintenance of your educational records at Northern New Mexico Community College. Such records include but are not limited to student transcripts, academic folders, and faculty grade reports. Annual notice concerning our policy is made available in each semester's published *Schedule of Classes*, in the *Student Handbook*, and in each catalog. The following information provides policies and procedures as they pertain to educational records.

Access to and Confidentiality of Student Records

The confidentiality of educational records is governed by a federal law, the Family Educational Rights and Privacy Act, 34 CFR (hereafter referred to as FERPA). Under that law, you have certain rights with regard to the inspection, access, and correction of inaccuracies in your records. Under certain circumstances, parents or guardians of students may also enjoy such privilege. Under the provision of this Act, the following policies apply:

1. If you are currently enrolled or have previously attended Northern, you may inspect your educational records by obtaining an appointment to review your records with the Registrar. At the time of the review you will be asked to produce a photo ID to validate your identity.

"Educational" records consist of any record (regardless of the media in which it exists) which is maintained by the College and which is directly related to you, the student, *with the exception of* the following types of records:

a. Personal records kept by a faculty or staff member which have never been revealed or made available to another person unless to the maker's temporary substitute.

b. Employment records of an individual whose employment is not contingent on the fact that he is a student, provided that the record is used only in relation to the individual's employment. Transcripts submitted for the purposes of employment are not part of your educational record.

c. Records maintained by a college security unit if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by the college.

d. Alumni records which contain information about you after you are no longer in attendance at the College and the records do not relate to you as a student.

2. You may challenge (in writing) inaccuracies or misleading items; however, you may not challenge the fairness of a grade nor may you challenge the information in any transcript which did not originate at Northern. In support of a written challenge, you may request and obtain a photocopy (at nominal charge) of any item under dispute. Direct any challenges, in writing, to the attention of the Registrar.

3. Your records will not be released without your written consent, except to college officials with a legitimate educational interest.

a. A college official is one who is employed by Northern in an administrative, supervisory, or support staff position (academic or research), is a member of the Board of Regents; or is employed by or is under contract to the College to perform a special task, such as, perhaps, an attorney or auditor.

b. An educational interest is legitimate if the official is performing a task that is specified in his job description or by a contract agreement; performing a task related to a

student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the college, the student, or the student's family, such as job placement or financial aid. Included under the area of legitimate interest would be the National Student Clearinghouse.

4. Exceptions to the requirement that you provide written authorization include:
 - a. Access, upon request, to officials of another school in which you seek or intend to enroll. In this case, we will make a reasonable attempt to notify you of the transfer of information.
 - b. Access to certain officials of the U.S. Department of Education, the Office of Veterans Affairs, the Bureau of Homeland Security, and state and local educational authorities in connection with certain state or federally supported education programs.
 - c. Access to law enforcement agents pursuant to Section 507 of the USA Patriot Act. Upon such access you will be notified as required by NM House Memorial 2, Laws of 2003.
 - d. Access in connection with your request for or receipt of financial aid, as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 - e. Access to organizations conducting certain studies for or on behalf of the College.
 - f. Access to accrediting organizations to carry out their functions.
 - g. Access to parents/guardians who show proof that you were claimed as a dependent for income tax purposes in the previous tax year.
 - h. Access to comply with a judicial order or a lawfully issued subpoena, although the college has an obligation to make a reasonable attempt to give you prior notice before complying with the subpoena. An exception to the "reasonable attempt" exists when the subpoena is issued for a federal grand jury or for law enforcement purposes.
 - i. Access to appropriate parties in a health or safety emergency.

Notwithstanding other exceptions, certain personal information, called **Directory Information**, may be released without your written authority. This includes *your name, mailing address, major field of study, classification, enrollment status (full- or part-time), dates of attendance, participation in officially recognized activities and sports (including weight, height or photograph of athletic team members), honors and degrees awarded, and the name of the education agency or college attended immediately prior to coming to Northern.*

In addition to the release of information permitted under FERPA guidelines, the National Defense Authorization Act of 1995, the National Defense Authorization Act for 1996, and the Omnibus Consolidated Appropriations Act for 1997 allow the Department of Defense (under special authority granted under what is called the **Solomon Amendment**) to request the following information about you under its own special definition of "directory information." This exception has been created in order to permit the Secretary of Defense access to particular information to use for recruitment purposes: *Your name, address, telephone listing, date of birth, level of education, academic major, degrees received, and the name of the educational institution in which you had been most recently enrolled (prior to enrollment at Northern).* The only students excluded under this definition are those who are under the age of seventeen and those seventeen or older who have signed a written request denying access to their records by a third party. Also excluded are those above the age of forty-two.

5. When a transcript is released, the recipient is notified by Northern that the record may not be released to any other person.

Details concerning your rights and privileges under the Family Educational Rights and Privacy Act are available in the Registrar's Office at the Espanola Campus.

Complaints about failure of the College to comply with the Family Educational Rights and Privacy Act may be made, in writing, to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4604.

Directory Information

Directory information may be released without your written consent unless you have requested in writing that directory information be withheld. You may specify that individual portions of the directory information or the entire listing be restricted without your written consent. A form to implement such a restriction may be obtained on-line or from the Office of Admissions and Records. If no restriction is received by the Registrar, the information on you will be classified as directory information until such a restriction is placed.

Restriction of Access

You may request this restriction only during a term in which you are then enrolled. If you have applied a restriction to your records, it will continue in effect after you graduate and/or otherwise leave the college.