



## Student Records and FERPA Policies and Procedures

The Office of the Registrar is responsible for the maintenance of your educational records at Northern New Mexico College. Such records include but are not limited to student transcripts, academic folder and faculty grade reports. Annual notice concerning our policy is made available in each semester's published Schedule of Classes, in the Student Handbook, in each catalog and student email.

*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§ 99.3 (hereafter referred to as FERPA). Under the 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 a 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 with the Office of the Registrar. At the time of the review you will be asked to provide a photo ID to validate your identity. "Educational records" consist of any record regardless of the medium 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 or she is a student, provided that the records 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 campus 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 Northern, and the records do not relate to you as a student.
2. You may challenge (in writing) in accuracies 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 Northern 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 or her 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 must provide written authorization include **access to**:
- a. Upon request, to officials of another institution 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. Certain officials of another school in which you seek or intend to enroll.
  - c. Law enforcement agencies 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. 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. Organizations conducting certain studies for or on behalf of the college.
  - f. Accrediting organizations to carry out their functions
  - g. Parents/guardians who show proof that you were claimed as a dependent for income tax purposes in the previous tax year
  - h. 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. Appropriate parties in a health or safety emergency.

#### **Release of 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 online or from the Office of the Registrar. If no restriction is received by the Office of the Registrar, your information will be classified as directory information until such a restriction is placed. *Directory information that may be released includes:*

- *Student's Name*
- *Electronic mail (e-mail) address*
- *Local and permanent mailing addresses*
- *Date of Birth*
- *Dates of attendance*
- *Enrollment status (full-time or part-time, undergraduate or graduate)*
- *Date of admission*
- *Date of expected or actual graduation*
- *Classification (school, major and minor fields of study)*
- *Grade level (freshman, etc.)*
- *Type of degree being pursued*
- *Degrees, honors and awards received (including scholarships and fellowships)*
- *Weight/height of members of athletic teams*
- *Most recently attend school prior to Northern*
- *Whether the student has participated in officially recognized activities and sports sponsored by the college*

#### **Student Records**

Student records are defined as any information available in any way, including but not limited to;

- *Handwriting*
- *Computer media*
- *Print*
- *Video or audio tape*
- *Film*
- *Microfilm/microfiche*
- **Note:** If you are given any type of non-directory information by a student during a conversation, as soon as you make a note about it, that note becomes an educational record. *The moral:* don't make notes you may be sorry about later. They could be subpoenaed.
- *The practice of "peer grading" does not violate FERPA*

### **Parental Access to Student Records**

- *Parents may obtain directory information unless the student has placed an affirmation restriction on its release*
- *Parents may obtain non-directory information by obtaining a signed consent from their child. Records of student permission are maintained in the Office of the Registrar*
- *Parents may obtain non-directory information if the child is a legal dependent for tax purposes and files a [FERPA Student Request Form \(pdf\)](#) with the Office of the Registrar*

### **Student Rights**

The Family Educational Rights and Privacy Act (FERPA) protects students with regard to their educational records. Understand what your rights are.