Student Records

POLICY: Student Records			
POLICY NUMBER:	700.02.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	8/11/2020		
EFFECTIVE DATE:	8/11/2020	**REVIEW DATE:**	August 2020
REFERENCES: Family Educational Rights and Privacy Act (FERPA) Policy			

Part 1. Policy Background and Purpose

As custodian of student records and in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, White Earth Tribal and Community College (WETCC) assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records.

Student records maintained by WETCC fall into two general categories: directory information and educational records.

Part 2. Definitions

Student - The term "student" in this section means an eligible student under FERPA (a student at White Earth Tribal and Community College).

Directory Information - is information concerning a student which may be released publicly.

Educational records - are records, files, documents, and other materials which contain information directly related to a student's academic progress, financial status, medical condition, etc. and are maintained by WETCC.

FERPA – the Family Educational Rights and Privacy Act is a federal law designed to protect the privacy of student educational records.

Legitimate educational interest – is necessary for an employee to carry out their responsibilities, in support of WETCC mission. Can also be referred to as "need to know" that is essential to carrying out job responsibilities.

Part 3. Responsibility

The Associate Dean of Student Services and Academic Dean are responsible for the execution of this policy and confidentiality of educational records is maintained.

All faculty and staff are responsible to comply with the Student Records Policy, including FERPA.

Part 4. Policy

Part A. Directory Information

Directory information is information concerning a student which may be released publicly. It includes the following:

- Name (all names on record)
- Address (all addresses on record)
- E-mail address (all electronic addresses on record)
- Phone Number (all phone numbers on record)
- Date of birth
- Place of birth
- Class level
- Dates of attendance
- Enrollment status
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Date(s) and degree(s) earned
- Photographic, video, or electronic images of students taken and maintained by the institution
- Student activities
- Awards received

Non-Disclosure Request for Directory Information

A student may request that any or all their directory information not be made public by officially requesting a restriction from the Registrar no later than the tenth day of class in a term. The specified directory information will then be treated the same as educational records information. In response to public inquiries, WETCC will verify only whether an individual is currently enrolled at the WETCC, unless student name is restricted.

The college receives inquiries for directory information from a variety of sources including, but not limited to, prospective employers, other colleges, and universities,

licensing agencies, government agencies, news media, parents, friends, and relatives. Students should consider very carefully the consequences of their decision to withhold release of any or all directory information items.

Students should understand restricting directory information could potentially have an impact on potential employers, scholarship opportunities, or other reasons a directory request may be received. Student requests to withhold directory information will be honored until the student specifically and officially requests to lift these restrictions. White Earth Tribal and Community College has no responsibility to contact a student for subsequent permission to release directory information after the student has requested a restriction be lifted.

Part B. Educational Records
Educational records are those records, files, documents, and other materials which contain information directly related to a student's academic progress, financial status, medical condition, etc. and are maintained by WETCC, including but not limited to:

- Grades
- Class lists
- Student course schedules
- Disciplinary records
- Financial aid forms
- Payroll records

Educational records include more than academic records. Educational records, except for those designated as directory information, may not be released without the written consent of the student to any individual, agency, or organization other than specifically authorized personnel.

FERPA privileges cease upon the death of a student. A written and signed request from the decedent's parent, guardian or spouse is required for release of this information.

Part C. Other Records
Other records excluded from the definition of education records include:

- Sole possession records made by faculty and staff for their own use as reference or memory aids; and not shared with others – other notes that do not meet the sole possession definition are considered education records and subject to FERPA.
- Personal observations
- Law enforcement records
- Medical and mental health records used only for the treatment of the student

- Peer graded papers and exams prior to the grade being recorded in the instructor's grade book

Part D. Legitimate Education Interest

FERPA permits WETCC employees to have access to student education records in which they have "legitimate educational interest". Such access does not require prior written consent of the student.

Part 5. Archiving

Copies contained in the Student Service records will be held for five years. Student Financial Aid records will be held for three years. The electronic record is maintained in the Student Management System and are maintained indefinitely.