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**APPLIES TO:** All Faculty and Students

**ISSUED:** *December 21, 2016*

**KEYWORDS:** FERPA, education record

**EFFECTIVE:** *December 21, 2016*

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**PURPOSE:** The purpose of this policy is to set forth the manner by which course prefixes and numbers are assigned accurately and consistently.

**DEFINITION OF TERMS IN THIS POLICY:**

1. **Education record:** any record maintained by the College that is directly related to a student.
2. **FERPA:** Family Educational Rights & Privacy Act. FERPA is a federal law that provides that colleges and universities will maintain the confidentiality of student records.

**POLICY DETAILS:**

The Family Educational Rights & Privacy Act (FERPA) of 1974, as amended, is a federal law that provides that colleges and universities will maintain the confidentiality of student records. The law basically states that no one outside the institution shall have access to students' records, nor will the institution disclose any information from those records without the written consent of students. An education record is defined as any record maintained by the College that is directly related to a student. It includes records, files, and documents — handwritten, printed, or stored and/or displayed electronically. KC can disclose information from a student's education record only with the student's written consent. There are exceptions so that certain personnel within the institution may see the records, including persons in an emergency, in order to protect the health and safety of students or other persons. According to this act, the following information can be disclosed without the student's written consent:

- Directory or public information, consisting of the student's name, address, telephone number, date of birth, major, minor, year in college, dates of attendance, date of graduation, and degrees and awards received.
  - Information to faculty, administrators, and employees of the College with a legitimate educational need to know.
  - Information to other universities, colleges, or schools in which the student seeks to enroll.
  - Information required in an emergency to protect the student's health and safety or that of others. A student has the right to refuse the disclosure of directory information except for information about his/her degree status. To exercise this right, the student must provide written notification to the Dean of Student Services while he/she is enrolled.
- All personally identifiable information not included as directory information is confidential and can only be disclosed with the student's written consent or if the information is needed to help resolve an emergency. That confidential information includes, but is not limited to, the following:
- Names of the student's parents or other family members
  - Address of the student's family
  - A personal identifier, such as a Social Security number or student number
  - A list of personal characteristics
  - Academic evaluations and grades
  - Counseling and advising records
  - Disciplinary records



## Academic Privacy

KC Policy # 110

- Financial aid records
- Letters of recommendation
- Medical and psychological records
- Transcripts and other academic records
- Scores on tests required for admission
- Billing and fee payment records
- Student's class schedule.
- Police records

The public posting of grades with the student's name, KC student identification number, or Social Security number, without the student's written permission, is prohibited. The returning of papers via an open distribution system (student mailboxes) is a violation of the student's privacy unless the student submits a signed waiver to the instructor for such purpose. Parents have no inherent rights to inspect a student's records.

Records may be released to parents only under the following circumstances:

- Through the written consent of the student.
- By producing a copy of the most recent Federal income Tax Form showing the student was claimed as a dependent.
- In compliance with a lawfully issued subpoena.

### **RESOURCES/REFERENCES:**

Related KH Policy: N/A

Maintained by: Academic Dean

### **HISTORY OF REVISION:**

Original date: Faculty Handbook 2014-2015

Revision dates: December 21, 2016