

## **III 15 03 STUDENT RECORDS**

### **INTRODUCTION**

The education records of current and former students at Volunteer State Community College are maintained as confidential records pursuant to State and Federal laws. Students have the right to access to their own educational records as hereinafter set forth, and personally identifiable education records of students are not released to persons, agencies, or organizations without the consent of the student unless release is authorized by the law. Each employee of the College is individually responsible, within the scope of their employment, for compliance with State and Federal laws governing those records to which they have been granted access or responsible to maintain.

### **CUSTODIAN OF RECORDS**

#### **1. Education Records**

a) The College Registrar is the designated custodian of all education records, including but not limited to student financial records, non-credit records, Disability records, Human Resource & Payroll records for employees whose job requires the individual to be a student as a condition of employment, and academic records.

#### **2. Financial Aid Records**

a) The Director of Financial Aid is the designated custodian of financial aid records.

#### **2. Test Scores**

a) The Assistant Director of Advising & Testing is the designated custodian of scores and other test records administered by the Testing Center.

#### **3. Disciplinary Records**

a) Vice President for Student Services is the designated custodian of disciplinary records.

To review any of the listed records a student must contact the designated custodian.

### **ACCESS TO AND CORRECTION OF RECORDS**

The rights provided by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) are granted to the student when he or she enrolls in the College regardless of student age. These rights are published in the College Catalog and students are notified of these rights each semester. The College Registrar is the primary point of contact for FERPA compliance and appeals related to those education records for which the College Registrar is responsible.

### **DIRECTORY INFORMATION**

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. Directory information includes the following: student's name, address, telephone number, email address, date of birth, major fields of study,

participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, enrollment status, and most recent educational institution attended. A student who desires that any or all of the listed "directory information" not be released must complete a form in the Office of Records and Registration within five working days after the close of the official registration period. This request shall be effective for the remainder of the academic year unless revoked by the student.

## CONFIDENTIALITY

A student's right of access to education records include the right to inspect and review the content of such records and obtain copies thereof at a reasonable cost. A list of the types of education records which are directly related to students and maintained by the institution is available for inspection in the Office of Records and Registration.

School officials who have legitimate educational interests are permitted access to education records. If the student determines that any of the information contained in the education record is inaccurate or misleading; procedures have been established to challenge this information.

Students should be aware that no other information than "Directory Information" will be released by the College unless the student authorizes the release unless the information release is otherwise allowed or required by law. (The Act prohibits releasing information to parents unless the student signs a release.) Proper identification will be required before a student is permitted to review his/her record.

## TRANSCRIPTS

Requests for transcripts, with certain exceptions provided under FERPA, will be honored only when they are received from the person whose record is being requested. Transcripts are produced within two (2) business days after receipt of request. Transcripts must be legible and properly validated to preclude unauthorized reproductions. Students requesting access to or copies of their records must provide adequate identification before their requests are granted. Letters or a transcript request form bearing the student's signature provides legal proof of identification. Student signatures or other appropriate method of approval may be provided via electronic means.

Official transcripts furnished to educational institutions or prospective employers should be marked with the following statement: "In accordance with the Family Education Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student."

The College has no obligation to provide copies of third-party records to students or other parties unless required by law.

## DISPOSAL OF RECORDS

Education records will be disposed of in accordance with Tennessee Board of Regents Policy 1:12:01:00.

TBR Sources: 2:03:00:00: TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007. The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto; June 24, 2010; Revised December 11, 2014 S-020: Presidents Meeting, August 18, 1987; Presidents' Meeting February 10, 2004. G-070: G-070 Source: November 15, 1983 SBR Presidents Meeting; Revised July 1, 1984; Revised July 1, 1985; Revised September 1, 1986; Approved May 14, 1991, Presidents Meeting and implemented August 6, 1993 after approval by State Records Commission; May 5, 1998, Presidents Meeting; May 21, 2002 Presidents Meeting; May 16, 2006 Presidents Meeting

VSCC Source: Former II:09:30, July 23, 1997, President; II:09:31, December 13, 1988, President; II:09:32, December 13, 1988, President; II:09:37, July 23, 1997, President; December 16, 2008, President's Cabinet; January 28, 2019, President's Cabinet