Revision Responsibility: Vice President for Student Affairs
Responsible Executive Officer: Vice President for Student Affairs

Source/Reference: TBR Policy 3:02:03:00
TBR Guideline S-020
T.C.A. § 10-7-504
Family Educational Rights and Privacy Act of 1974 (FERPA)

## PURPOSE

To ensure that all personally identifiable educational records of students are protected for confidentiality in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

## POLICY

Columbia State Community College adheres to TBR Policy 3:02:03:00 relative to Confidentiality of Student Records. The TBR policy is incorporated in this policy by reference herein and may be accessed through the TBR website (https://policies.tbr.edu/).

I. A student or former student is protected for confidentiality unless a signed consent form, available in the Records (Registrar's) office and on the College's website, is obtained from the student.

   A. All employees of Columbia State Community College are individually responsible for maintaining compliance with this policy and will be subject to disciplinary action if found to be in violation.

   B. The director of human resources is charged to see that all employees participate in FERPA training.

   C. Information on the student's ability to "opt out" of having their directory information shared will be maintained in the Columbia State *Catalog and Student Handbook* and on the College's website.

II. Exceptions to Confidentiality of Student Records

   A. Disclosure in case of bona fide health or safety emergency and only to those in a position to render assistance.

   B. Disclosure to institutional officials based on a legitimate educational need as it relates to the discharge of those officials' responsibilities.

   C. Disclosure based upon a signed written consent from the student.

D. Disclosure pursuant to a lawfully issued subpoena or judicial order, in which case, the Institution will contact, in written form, the affected student before or immediately following the disclosure relative to the Institution's intent to comply with the order.

E. Disclosure to parents of a student only if the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code.

F. Disclosure of records to other schools to which the student is enrolled or seeks enrollment.

G. Directory information as permitted by FERPA Act of 1974. (See Section III under Procedures.)

H. Upon request, disclosure of the final results of any disciplinary proceeding conducted by the College against a student who is an alleged perpetrator of any crime of violence (as that term is defined in section 16 of Title 18, United States Code) or a non-forcible sex offense, if the College determines as a result of disciplinary proceedings that the student committed a violation of the Institution's rules or policies with respect to such crime or offense. The information shall include only the name of the student, the violations committed, and any sanction imposed by the College on the student. The College may include the name of any other student such as a victim or witness only with written consent of that student. The College will notify victims of sexual assault the outcome of any disciplinary proceedings against the alleged perpetrator.

I. Disclosure to the alleged victim of any crime of violence or non-forcible sex offense (or if the victim is deceased, as a result of such crime or offense, to the next of kin) of the final results of any Institutional disciplinary proceedings conducted against the alleged student perpetrator.

III. Student Access to Records and Right to Amend

A. A student has the right to inspect, review and obtain a copy of his or her educational records. Exceptions to student access to records are outlined in TBR Guideline S-020.

B. A student may request amendments to his or her educational records if they contain inaccurate, misleading information or are in violation of the student's rights.

IV. In accordance with TBR Policy 3:02:03:00, new employees (including student workers) who work with or have access to student records will be informed of the confidentiality of student records by their supervisors during orientation sessions. The vice president for student affairs or designee is charged with documenting orientation of student workers regarding FERPA.

**PROCEDURES**

I. Violations of this policy should be reported to the College's vice president for student affairs. Complaints of violation may be filed with the Office of the Secretary, United States Department of Education.

II. The following is a listing of the types of student educational records available, and the person responsible for each:

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| A. Grade | Associate Vice President Enrollment Services and Financial Aid, Registrar |
| B. Class Enrollment | Associate Vice President Enrollment Services and Financial Aid, Registrar |
| C. Enrollment Appeals | Associate Vice President Enrollment Services and Financial Aid, Registrar |
| D. Admissions Information | Associate Vice President Enrollment Services and Financial Aid, Registrar |
| E. Attendance Records | Individual Faculty |
| F. Disciplinary Action | Vice President for Student Affairs |
| G. Grievances | Vice President for Student Affairs |

III. The following directory information may be disclosed by the Institution, unless otherwise specifically directed by a student in writing to the director of records within forty-five (45) days following registration for classes:

A. Name
B. Address
C. Telephone Number
D. Date and Place of Birth
E. Major Field of Study
F. Participation in Officially Recognized Activities and Sports
G. Weight and Height of Members of Athletic Teams
H. Dates of Attendance
I. Degrees and Awards Received
J. Most Recent Previous Education Agency or Institution Attended
K. Current Enrollment Status (full-time or part-time or withdrawn status)
L. Other information as approved by the Institution

IV. Requests for the Non-Release of Directory Information will remain in effect until the student signs a Cancellation Request for Restricting the Release of Information form to cancel the request.

V. Records of Requests and Disclosures

Copies of requests for disclosures and a record of the information disclosed will be

retained with a student's records for all disclosures made, except those for directory information and disclosures to other school officials. The record of disclosure may be inspected by the student, the officials responsible for the records, and by persons responsible for auditing the records.

VI. Student Access to Records and Right to Amend

A. Compliance with a student's right to inspect, review, and obtain a copy of his or her educational records will be handled in a reasonable period of time, not to exceed forty-five (45) days.

B. Amendment requests must be in writing to the registrar, outlining the area(s) of concern, the amendment requested, and the basis for the request. The Institution will within forty-five (45) days provide the student with a written response of intent to comply or denial at which time the student will be informed of his or her right to a hearing. Hearing procedures are outlined in TBR Guideline S-020.

*Revised: January 1988; July 6, 2001 (new policy format); May 24, 2002 (policy number changed from 02-15 to 03-06); July 27, 2004 (titles updated); September 1, 2011 (new policy format, updated titles and designation of Human Resources Director as responsible for employee FERPA training and associate vice president for student services is charged with documenting orientation of student workers regarding FERPA); November 21, 2016 (updated titles and added H. and I. to Section II.). Revised March 2019; reviewed/accepted by the cabinet, approved by the President November 2022. Ministerial title update, July, 2026*