

## **PRIVACY OF STUDENT RECORDS**

Effective date: Prior to 2012  
Last update: 9/29/2016  
Responsible officer: R. Todd Mangum, Academic Dean  
Policy owner: Academic Dean  
Policy contact: R. Todd Mangum

### **POLICY STATEMENT**

Family Educational Rights and Privacy Act (FERPA) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

BTS is required to comply with FERPA and desires to do so. The act provides that students attending any postsecondary educational institution which receives federal funds are entitled to have access to their education records kept by the institution in order to inspect and review those records. Students are entitled to request the amendment of any information in their education records which they believe is inaccurate, misleading, or otherwise in violation of their privacy or other rights.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

FERPA allows school officials within a school to obtain access to personally identifiable information contained in education records, provided the school has determined that they have legitimate educational interest in the information. School officials include parties such as professors, instructors, administrators, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards, and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. Directory information, such as address and phone number, email, date of birth, major field of student and credits earned towards degree, attendance status (credit load, FT/PT status) and dates of attendance, degrees and awards received (with dates awarded), and previously attended educational institutions may be shared under law. For more information about FERPA, go to [www.ed.gov/policy](http://www.ed.gov/policy) or contact the director of academics services.

### **PROCEDURES**

See above

### **FORMS OR INSTRUCTIONS**

None

**DEFINITIONS**

**HISTORY**

Amended date: 9/29/2016

Created date: Prior to 2012

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