

The college shall maintain permanent academic records for each student and protect them against loss, damage, unauthorized alterations, and violations of privacy.

Except as permitted by law, Carl Sandburg College will not release personal or academic information about a student, other than directory information, without the written consent of the student involved.

Students desiring the release of records maintained by the college must specify in writing the records to be released, the reasons for such release, and the recipient of the records.

Carl Sandburg College affirms the right of student access to their records. In general, such access will be limited only by reasonable limitations of time, place, and supervision.