

Definitions

For the purposes of regulating the policy on students records, Carl Sandburg College has used the following definitions of terms.

Student - any person who attends or has attended Carl Sandburg College.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by Carl Sandburg College or an agent of the college which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other person except a temporary substitute for the maker of the record.
2. Records created and maintained by Carl Sandburg College security staff for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

Annual Notification

Carl Sandburg College students will be notified of their FERPA rights annually by publication in the student handbook and in the college catalog.

Procedure To Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the record(s) may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Right of Carl Sandburg College to Refuse Access

Carl Sandburg College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Carl Sandburg College or a component unit of Carl Sandburg College if that application was denied.
4. Those records which are excluded from the FERPA definition (and Carl Sandburg College definition) of education records.

Refusal to Provide Copies

Carl Sandburg College reserves the right to deny transcripts or copies of records not required to be made by FERPA in any of the following situations:

1. The student lives within commuting distance of Carl Sandburg College.
2. The student has an unpaid financial obligation to the college.
3. There is an unresolved disciplinary action against him or her.

Fees for Copies of Records

The fee for regular copies of transcripts will be \$2.00 per copy; FAXED copies will be \$5.00 per copy. The fee for copies of other education records will be \$1.00 per page.

Types, Locations, and Custodians of Education Records

The following is a list of the types of records that Carl Sandburg College maintains, their locations, and their custodians.

Type: Admission Records
Location: Student Services Office
Custodian: Director of Admissions and Records

Type: Cumulative Academic Records (transcripts)
Location: Student Services Office
Custodian: Director of Admissions and Records

Type: Health Records (for Allied Health students)
Location: Division Office - Allied Health
Custodian: Division Chairperson

Type: Health Records (for student athletes)
Location: Student Services Office
Custodian: Athletic Director

Type: Financial Records
Location: Business Office
Custodian: Comptroller

Type: Financial Aid Records
Location: Student Services Office
Custodian: Director of Financial Aid

Type: Placement Records (academic placement)
Location: Assessment Center
Custodian: Coordinator of Assessment Center

Type: Placement Records (job)
Location: Student Services Office
Custodian: Coordinator of Job Placement

Type: Progress Records
Location: Faculty Office
Custodian: Instructor

Type: Disciplinary Records
Location: Student Services Office
Custodian: Vice President of Student Services

Type: Occasional Records (student education records not included in the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)
Location: The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.
Custodian: The college staff person who maintains such occasional systems records.

Disclosure of Education Records

Carl Sandburg College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- a. A person employed by the College in an administrative, supervisory, academic, research, or support staff position.
- b. A person elected to the Board of Trustees.
 - a. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

Number 3.5.1

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is specified in his or her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student.
 - d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll,(the College will make a reasonable attempt to notify the student of the transfer).
 3. To certain officials of the U.S. Department of Education, the Comptroller, and state and local educational authorities, in connection with certain state or federally supported education programs.
 4. In connection with a student's request for a receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
 6. To organizations conducting certain studies for or on behalf of the College.
 7. To accrediting organizations to carry out their functions.
 8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 9. To comply with a judicial order or a lawfully issued subpoena.
 10. To appropriate parties in a health or safety emergency.
 11. Directory information so designated by the College.
 12. The results of any disciplinary proceeding conducted by the College against an alleged victim of that crime.

Record of Results for Disclosure

Carl Sandburg College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information

Carl Sandburg College designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members if athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The college may disclose any of those items without prior written consent unless notified in writing to the contrary within the first five days of classes in a semester or summer session. Each request will be in force until the first day of classes of the following academic term.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate Carl Sandburg College official to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. Carl Sandburg College may comply with the request or it may decide not to comply. If it decides not to comply, Carl Sandburg College will notify the student of the decision and advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Carl Sandburg College will arrange for a hearing, and notify the student, reasonably in advance of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Carl Sandburg College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Carl Sandburg College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained apart of the student's education records as long as the contested portion is maintained. If Carl Sandburg College discloses the contested portion of the record, it must also disclose the statement.
8. If Carl Sandburg College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.