

## **Student Development Enrolled Student Records Policy**

### **Policy:**

It is the policy of Student Development at Birmingham-Southern College to protect the privacy and confidentiality of the educational records of enrolled students, including the files containing materials obtained by the Admissions Office as enrolled students sought admission to the College, per the regulations set forth by the [Family Education Rights and Privacy Act](#) (FERPA). Records may be shared with College officials with a legitimate educational interest, as well as, with additional entities as detailed by FERPA. The files are maintained until three years after a student graduates from the College, per guidance from the federal Department of Education in the Code of Federal Regulations, Title 34. Files on students who depart the College are maintained indefinitely.

### **Philosophy:**

Although enrolled student files are not used for any functional purpose by Student Development and rarely accessed, they are maintained to comply with federal regulations. As they contain personal information on students' educational record, the privacy and confidentiality of the files should be preserved at all times.

### **Procedures:**

Enrolled student files exist only as hard copies in Student Development. They remain in locked filing cabinets with the Student Development suite of offices, which remain locked when no one is present in the suite. The keys to the filing cabinets are kept in a locked key box, behind a locked door in the office of the Administrative Assistant to the Vice President for Student Development. Only the Vice President for Student Development and the Administrative Assistant have keys to access the key box. When new files are loaded into the filing cabinets work study students typically complete the project, always under the supervision of the Administrative Assistant, who reminds them of the confidentiality of the materials in the files.

Enrolled students may request from the Vice President to review their Admission file. The Vice President will ensure all materials for which the student had waived access are removed, and all other materials which comply with Admissions Office policies on student access to their files. The file will then be given to the student for review.

### **Responsible Individuals:**

David Eberhardt, Student Development, 205-226-4722, [deberhar@bsc.edu](mailto:deberhar@bsc.edu)

### **Applicable Regulations and Reference Documents**

**Family Educational Rights & Privacy Act**

**Title 34, Code of Federal Regulations**

**SACS-COC 3.9.2 Security of Records**

**Revision Dates: February, 2014**