

The privacy of student records is protected under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The Registrar has the institutional responsibility for interpreting both the Act and the rules and regulations issued by the Department of Education to enforce this Act. Under FERPA, students have the right to see their educational records at any time, and the right to request a change if there is an error in any record. FERPA addresses two types of information: directory information and non-directory information.

Directory information includes the student's name, address, e-mail address, telephone listing, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, participation in officially recognized activities and sports, and a photograph. A student's directory information is usually provided to anyone who requests it, including persons outside the College. A student may withhold his or her directory information by notifying the Records Office in writing within ten days of the first day of classes for a particular term. A request to withhold directory information remains in effect as long as the student continues to be enrolled, or until the student files a written request with the Records Office to discontinue the withholding. Each student is responsible for keeping the College informed of his or her correct mailing address, both school and home. Any change in address should be updated by the student through the address change function on TheSIS. Parent address change information should be submitted to the Records Office using the change of address form located on the Records Office home page.

Non-directory information includes the student's academic status and other academic information, such as transcripts, midterm assessments, course grades, and class attendance. Students must give permission to allow their academic information to be disclosed to any individual. Faculty and staff with a "need-to-know" (i.e., academic advisors and administrators), however, have access to this information without the student's permission. Students may sign a FERPA Academic Privacy Rights Waiver form, giving a designated individual (usually a parent or guardian) access to their academic information. FERPA also allows academic information to be shared with parents/guardians who certify their student is claimed as a dependent. The waiver form is available at the Records Office website (www.bsc.edu/records/pdfs/APWaiver.pdf).

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Birmingham-Southern College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection

agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Birmingham-Southern College.

The Academic Records website provides a FERPA tutorial that fully explains the policy (www.bsc.edu/records/ferpa/tutorial/index.html).