

CHAPTER:	Access to Educational Records	DATE ADOPTED: August 10, 1999	NUMBER
STUDENTS		Revised: January 14, 2003 March 11, 2003 August 11, 2015 February 11, 2020	404
Reviewed:			

SYNOPSIS:

1	General Policy
2	Requests for Information
3	Grievance Procedure
4	Confidential Information
5	Employee Responsibility
1	<p>General Policy: The College shall comply with the Family Educational Rights and Privacy Acts of 1974. Any student who wishes to review the law can do so in the Student Records Office. This office has been designated to coordinate the inspection and review procedure of student records.</p>
2	<p>Requests for Information: Requests for information and records of access will be processed by the Student Records Office.</p> <p>a. By Students: Requests for review must be in writing or online at http://www.iowacentral.edu/student_records/transcript_request.asp. A student may request and receive all or parts of his/her records with limited exceptions (e.g., a copy of the academic record for which a "hold" exists, or a transcript or source document which exists elsewhere). A minimal charge will be made for each sheet copied.</p> <p style="padding-left: 40px;">Requests via the telephone will be honored only when an emergency situation exists.</p> <p style="padding-left: 40px;">Requests via personal visits shall be honored when the inquirer is properly identified, his/her purpose is clearly stated, and a staff member is present during the visit.</p> <p>b. By Others: Except as provided for within the Act, personally identifiable information about the student will not be released without the student's written permission. Iowa Central Community College considers the transcripts of deceased students confidential. These transcripts will be released only under court subpoena.</p>
3	<p>Grievance Procedure: Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Director of Student Records. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed by the Director of Student Records of his right to a formal hearing.</p> <p>Student requests for a formal hearing must be made in writing to the Vice President of Enrollment Management and Student Development who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels which will adjudicate such challenges will contain five members from the staff of the College appointed by the Vice President of Enrollment Management and Student Development. The appointed panel members will have no previous direct involvement in the aggrieved matter.</p> <p>Decisions of the hearing panels will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered, in writing, to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel.</p>

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	<p>If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the education records and released whenever the records in question are disclosed.</p> <p>A student who believes that the adjudication of his challenge was unfair or not in keeping with the provisions of the Act, may request, in writing, assistance from the President. Further, students who believe their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C. 20201, concerning the alleged failure of the College to comply with the Act.</p>		
4	<p>Confidential Information: Students may not inspect and review the following: Financial information submitted by their parents; confidential letters and recommendations associated with admission, employment, or job placement; honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.</p>		
5	<p>Employee Responsibility: Any employee that does not comply with the Family Educational Rights and Privacy Act of 1974 shall be subject to disciplinary action which may include dismissal. Student records by both Federal and State law are private records. Except, as provided in the Act, no employee shall release personally identifiable information about the student, including student grades, without the student's written permission. Only the Student Records Office may release transcripts based on the student's request.</p>		