Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Pitt Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

**RIGHTS OF STUDENTS**

Upon reaching age 18 or attending an institution beyond the high school level, a student has the right to view his/her own school or college records. These records include the academic transcript at the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the student’s permanent file. All permanent academic records will be housed and maintained by the registrar of the College.

Certain other documents maintained by the instructor may also be subject to inspection by the student. The Act states that educational records are defined as those records, files, documents, and other materials which (1) contain information directly related to a student; and (2) are maintained by an educational agency or institution or by a person acting for such agency or institution. The Act does not give the student access to records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. Therefore, items such as tests, assignments, and grade calculations may be subject to review by the student. Personal notes, instructional notes, and notes to a substitute teacher are not subject to disclosure.

Pitt Community College requires written authorization from the student prior to release of academic records. A minimum of 24 hours will be required by the College to access the requested academic information.

**RIGHTS OF PARENTS**

Parents of a child who is under age 18 and has never attended an educational institution beyond high school level have the legal right to inspect and review that child’s academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student’s academic record unless the student gives written consent. It is the presumption of the College that all students are independent adults attending an institution designed for adult education.

**RIGHTS OF FACULTY**

The faculty of the College has a legitimate educational interest in a student’s academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

- A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. The term direct advisory responsibility includes the instructor of the student, advisor, department chair, and division director. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.
A faculty member shall not disclose any information from a student’s record to a third party without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the student’s written consent.

A faculty member shall be responsible for the security of all academic information in their possession. These records must not be accessible to other students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

**RIGHTS OF ADMINISTRATION**

The Student Development Division, and specifically the Office of the Registrar, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of the division will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of the student.

Other administrative areas of the College may access student academic records when needed to facilitate the student’s educational pursuit.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student.

RO/97
STUDENT DATA ACCESS AGREEMENT

This is to certify that I have read YOUR RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 and fully understand the legal requirements that accompany any access to student information. I am aware that allowing another individual to have access to my security code is in violation of the rights assigned to me with regard to student data. Furthermore, I will not allow any students to have access to the computers assigned to my area of responsibility without approval from the computer systems administrator.

I accept the responsibility to secure all student data available to me and realize that inappropriate access may result in complete loss of access rights.

________________________________________  ____________________
NAME (Please print.)                      SIGNATURE       DATE