



## 503.2 - Privacy and Regulation of Student Records

### Purpose:

BSC in accordance with federal law, Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, affords students certain rights with respect to their educational records.

### Procedure:

1. Student seeking access to their records are subject to the following:

- Students should submit to the Academic Records Office, written requests that identify the record(s) they wish to inspect.
- A college official will review the request and forward as necessary if the records are kept by another office.
- Arrangements will be made to provide access and inspection within 45 days of the request.
- Students must provide proper identification prior to inspection.
- Designated staff will review and interpret the contents of the record with the student.

2. Students seeking amendment of their educational records which they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights are subject to the following:

- Student should provide in writing to the Academic Records Office:
  - Type of record seeking amendment
  - Amendment requested
  - Reasons why record is inaccurate or misleading
  - Any supporting documentation.
- Designated department will review the request.
- If the College decides not to amend the record as requested, the student will be notified in writing of the decision and of the student's right to a hearing regarding the request for amendment.

To challenge a grade, the student must first follow the Student Policy: Student Grievance and Appeal.

3. Students who wish to provide consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent should provide the college with signed and written consent to



disclose their student records by completing the [FERPA Release form](#) located on the BSC website.

4. Students who wish to request directory information not be made public should, at any time, complete the [Request to Restrict Directory Information request](#) located on the BSC website. Directory restriction will remain in effect until revoked by the student using Request to Remove [Restriction of Directory Information request](#) located on the BSC website. Such revocation shall not affect disclosures previously made by the selected institution prior to the receipt of any such form submission requesting revocation.

Directory information includes the following:

- Student name\*
- Hometown (city, state)
- Campus e-mail address\*\*
- Height, weight and photos of athletic team members
- Major/Minor field of study (all declared majors/Minors)
- Class level
- Dates of attendance
- Enrollment status (withdrawn, half-time, full-time)
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned (all degrees earned)
- Date degree earned (dates of all degrees earned)
- Directory photos, photographs and video recordings of students in public or non-classroom settings (photographs from classrooms or class-related activities are NOT directory information)

Eligible students should be aware that restricting the release of directory information has other consequences. For instance, a restriction makes it difficult or impossible for potential employers, or scholarship committees to verify enrollment or degrees earned. Student's names would not appear in the commencement program or any other publications or announcements. This restriction does not include a right to be anonymous in the classroom, either in person or in a distance education classroom.

\*If a student provides a preferred name, the college or university tries to use it when communicating directly with the student. Preferred name is a supported business practice, unless there is a documented business or legal reason to use a student's legal name. When communicating with outside third parties, including parents, the college or university generally uses a student's legal name.



\*\*Campus email addresses are only disclosed to requestors who agree to not use them for solicitation.

5. Students who wish to file a complaint with the U.S. Department of Education concerning alleged failure by BSC to comply with the requirements of FERPA should do so by providing specific allegations, giving reasonable cause to believe that a violation occurred.

U.S. Department of Education:

U.S. Department of Education  
[Student Privacy Policy Office](#)  
400 Maryland Ave. SW  
Washington, DC 20202-8520

BSC Academic Records:

Academic Records  
Schafer hall – Room #135  
1500 Edwards Ave  
Bismarck ND 58506  
701-224-5420  
[bsc.records@bismarckstate.edu](mailto:bsc.records@bismarckstate.edu)

**References:**

BSC Student Policy: Privacy and Regulation of Student Records.

**History of This Procedure:**

First procedure: July 12<sup>th</sup>, 2022; reviewed by Campus Council on August 31<sup>st</sup>, 2022 and reviewed by the Executive Council on September 23<sup>rd</sup>, 2022 and approved by the President on January 4<sup>th</sup>, 2023.