

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.

Policy:

BSC is committed to maintaining the privacy of educational records in accordance with the following provisions:

1. The right to inspect and review educational records within 45 days of the day the college receives a request for access.
2. The right to request the amendment of the educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to provide consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to request personally identifiable information (PII), or directory information, not be made public. Directory information is information contained in the educational record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may be disclosed publicly in printed, electronic, or other forms without prior written consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by BSC to comply with the requirements of FERPA.

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

Definitions:

Students - are individuals who are or have been enrolled in credit classes' at BSC, regardless of age or parental/guardian dependency status. FERPA does not apply to records of applicants for admission, who are denied acceptance and do not enroll in classes.

References:

[eCFR :: 34 CFR Part 99 -- Family Educational Rights and Privacy](#)
[SBHE Policy: 503.2 Student Data Privacy and Security Bill of Rights](#)
[NDUS Procedures: 503.2 Student records - Directory Information](#)

History of This Policy:

First policy: April 25th, 1978.

Revised – August 11, 1987; July 18, 1990; August 3, 1994; June 6, 1998. Reviewed – December 19, 2016, October 25, 2019; reviewed by Campus Council on August 31st, 2022, and reviewed by the Executive Council on September 23rd, 2022, and approved by the President on January 4th, 2023. Reviewed as per policy schedule, no changes made, approved by the VP of Student Affairs on July 31, 2024.