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*Serving Richmond and Scotland Counties*

## **Access to and Release of Student Records (FERPA)**

The “Family and Education Rights and Privacy Act of 1974” (P.L.93-380, S513) signed by the President of the United States became law as of November 9, 1974. Included in this law are requirements related to the privacy of student files and records.

The law specifically states that no institution of higher education shall prevent its students from inspecting and reviewing “any and all official records, files, and data including all material that is incorporated into each student’s cumulative folder.”

Although that act specifically refers to the access rights of parents, it provides that “whenever a student has attained eighteen years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.”

The only individuals or agencies authorized to see a student’s record, other than the student himself/herself, without the student’s written consent, are school officials with “legitimate” educational interests, officials of other schools in which the student “intends to enroll,” law enforcement officers, and certain government representatives. Records will be released to parents and outside agencies only with the written consent of the student.

Student records are available to instructors or advisors with authorization by the Registrar or Assistant Registrar. Student records are not to be removed from Student Services without prior approval of the Registrar or Assistant Registrar. A student may view his record when in conference with his instructor, advisor, or an authorized administrative officer. A student may also view his records by submitting a written request to the Vice President for Student Services. An appointment will be made with one of the counselors, the Registrar, or the Vice President for Student Services to review the file within 15 days. No student information, including grades, will be released via telephone.

In keeping with federal regulations on student information, RichmondCC has designated the following as “Directory Information”:

- Student’s name
- Dates of enrollment
- Enrollment status
- County of residence
- Program of study
- Degrees, diplomas or certificates awarded and date awarded
- Honors and awards associated with the College
- Photographs, videos or other media containing a student’s image or likeness.

The College may disclose any of the above “Directory Information” items without prior written consent. Any student who does not wish any or all of this information to be released must give written notification to the Vice President for Student Services within 14 days of the start date of the semester in which he/she is enrolled. Written notification must be given for each semester enrolled.

The Vice President for Administrative Services and Chief Financial Officer is the designated school official for handling violations of the law or alleged violations of the law and is RichmondCC’s designated law enforcement official. Investigative reports and other records created and maintained by the law enforcement units are not considered to be education records subject to FERPA. RichmondCC may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent.

A hold may be applied to the release of an official transcript, unofficial transcript, diploma, degree, certificate, grades, or other information requested from an official record for a student who has a restriction on their account including, but not limited to, a business office hold, library fine, disability services hold, and incomplete file hold. Copies of this document are available upon request.