



POLICY TITLE

Student Privacy

POLICY NUMBER

1-5571

Responsible Office: <i>Student Development</i>	Effective Date: <i>07/31/2024</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>07/31/2024</i>
Policy Classification: <i>Academic, Workforce and Student Development</i>	Origination Date: <i>01/02/2007</i>

I. POLICY STATEMENT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student’s education records. FERPA prohibits Baton Rouge Community College (BRCC) from disclosing education records, or personally identifiable information in those records, other than certain basic directory information, without the student’s prior electronic consent.

II. POLICY RATIONALE AND SCOPE

The purpose of this policy is to publish the procedures, responsibilities, and requirements of the College as it pertains to the protection of student records (FERPA).

III. POLICY AUDIENCE

This policy applies to all enrolled students at BRCC.

IV. POLICY COMPLIANCE

Failure to abide by this policy will violate The Family Educational Rights and Privacy Act (FERPA) and can result in significant penalties through, fines, employee suspension or termination, loss of federal funding, or disciplinary action from the US Department of Education.

V. POLICY DEFINITIONS

Education records – Any record (in handwriting, print, tapes, film, electronic, or other medium including grade books, attendance records and/or rosters, etc.) maintained by BRCC or an agent of the College that is directly related to a student, excluding:

- A personal record kept by a staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
- An employment record of an individual whose employment is not contingent on the fact that they are a student, provided that the record is used only in relation to the individual's employment.
- Records maintained by the BRCC Police Department are maintained solely for law enforcement purposes and are revealed only to law enforcement agencies of the same jurisdiction. The BRCC Police Department does not have access to education records maintained by the College.
- Records containing information about BRCC alumni after they are no longer in attendance at the College. Directory information – Information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Disclosure – To permit access to or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Solomon Amendment – A federal law that requires institutions receiving certain federal agency funding to fulfill military recruitment requests for access to campus and for lists containing student recruiting information. It provides branches of the military access to certain student information which would have been denied them under FERPA.

VI. POLICY IMPLEMENTATION PROCEDURES

A student may choose to authorize an individual to have access to their records by completing the FERPA Release and Confidentiality Request in LoLA. This will authorize BRCC to disclose student information to the individual(s) indicated on the FERPA Release and Confidentiality Request.

BRCC reserves the right to disclose directory information. Directory information may be released without the student's consent. Any student who does not want the following directory information disclosed must complete the FERPA Release and Confidentiality Request in LoLA. The College will also disclose directory information to the military as required by the Solomon Amendment.

- Student Name
- Local Address/Phone
- Home Address/Phone
- BRCC Email address
- Date and Place of Birth
- Degrees and Awards/Honors Received and Dates
- Dates of Attendance (Current and Past)

- Full or Part-Time Enrollment Status
- Most Recently Attended Educational Institution
- Major/Program of Study
- Classification

VII. POLICY RELATED INFORMATION

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
https://studentprivacy.ed.gov/ferpa#0.1_se34.1.99_13

VIII. POLICY EXCEPTION

According to federal law, once a student enrolls at BRCC, whether the student is over 18 or not, the student’s parents no longer have automatic access to the student’s education records. However, if the parents claim the student as a dependent on their federal income tax return, the parents may have access to the student’s BRCC education/financial aid records without the student’s prior consent. If either parent claims the student, then both parents have access to the student’s education records. Because tax dependency can change from year to year, parents who wish to establish eligibility to receive information from their student’s education records must produce a copy of their federal income tax return by April 15th of each year.

IX. POLICY HISTORY AND REVIEW CYCLE

This policy revision supersedes its previous version. This policy will be reviewed and revised, as needed, within three years of the effective date.

X. POLICY URL

www.mybrcc.edu

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Chancellor

07/31/2024

Date
Effective Date of Policy