

Section Title	Number	Page
Confidentiality of Student Records	05-0301	1 of 3
Date Adopted	Approved By President:	Revision Date:
08-01-93 (AC)		01-31-05

1. PURPOSE:

The purpose of this section is to define the procedures for the confidentiality of student records.

2. PROCEDURE:

Wayne Community College supports the rights of its students to privacy and confidentiality of records as outlined in the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions. Official student academic records and other supporting documents are maintained by the Office of Admissions and Records. Job placement and career exploration records are maintained separately by the Career Center and the Cooperative Education and Job Referral Office. Continuing Education will maintain all non-credit student records in accordance with the North Carolina Community College (NCCCS) Maintenance and Disposition Schedule.

A. Disclosure to Student

Each student has access to his/her official record subject only to reasonable regulations as to time, place, and security. Actual documents submitted by the student in support of his/her application for admission cannot be returned to the student nor forwarded to another agency.

Section Title	Number	Page
Confidentiality of Student Records	05-0301	2 of 3
Date Adopted	Approved By President:	Revision Date:
08-01-93 (AC)		01-31-05

However, copies of these documents or official records may be provided for the student or forwarded to an agency upon the written request and payment of appropriate fees by the student.

B. Disclosure to Faculty and Administrative Staff

Disclosure of student records to faculty and administrative officers may be made for legitimate educational interests and routine administrative and statistical purposes.

The official record file may not be removed from the office of Admissions and Records unless specifically authorized by that office or by the president. Copies of records may be prepared as needed.

C. Disclosure to Persons of Agencies Outside the College

Information from student records will not be released to anyone outside the institution without the prior written consent of the student or as follows:

1. Directory information may be released without the written consent of the student. It is the policy of Wayne Community College to provide directory information in accordance with the provisions of the

Section Title	Number	Page
Confidentiality of Student Records	05-0301	3 of 3
Date Adopted	Approved By President:	Revision Date:
08-01-93 (AC)		01-31-05

act to include only student's name, major field of study, full time/part time attendance, dates of attendance, and degrees and awards received. Upon request, name and address of students may be supplied to other accredited colleges, universities, and military recruiters. Students must notify the Office of Admissions and Records in writing if they do not wish directory information released. The college assumes that the student's failure to file a request for non-disclosure indicates approval for disclosure.

2. Properly identified authorities of federal, state, or local government agencies will be provided information as required by law.
3. Student information will not be released to other agencies except under court order or subpoena.

All institutional personnel should refer any request for student information to the Office of Admissions and Records.