



Northern Marianas College Procedure

Procedure No.: 4010.1 Procedure Title: Student Educational Rights & Privacy
Issuing Date: Adoption Date: 3.11.2011 Effective Date: 3.11.2011
Office of Origin: Office of the Dean of Student Services
Procedure Approval Authority: President *[Signature]* 2/25/15
Board Policy No. associate with this procedure: 4010 Student Education Rights & Privacy
This Procedure Supercedes/Replaces: 8203 Student Educational Rights and Privacy

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Student Educational Rights and Privacy

Northern Marianas College (NMC) shall maintain educational records of students who enroll at the College, in accordance with the Family Educational Rights and Privacy Act of 1974 and a records management policy and procedure.

NMC will maintain printed policy and procedures regarding privacy, access, review and directory information regarding all records received and used after January 1, 1981.

Deceased Students

The access rights to the educational records of a deceased student shall be transferred to the court-appointed administrator.

A Letter of Administration issued by the court must be submitted to the Office of Admissions and Records prior to the release of any educational record of the deceased to the administrator.

Directory Information Release Form

The Office of Admissions and Records (OAR) will make available to students the form, for the purpose of updating their decision to release directory information. The Directory Information Release form will be issued to every new or readmitting student, and made available to ongoing students every Fall semester. OAR will record this information in the student's file and in the student database.

Exceptions

As allowed by FERPA, the institution maintains the right to release educational record information based on the Disclosure Provisions.

The following are the Disclosure Provisions as allowed under FERPA.

The exceptions, which relate to post-secondary institutions, are:

- To school officials with legitimate educational interest (defined in annual notification – Directory Information Release Form)
- To schools in which a student seeks or intends to enroll. (NMC may release information only after authentication of the student's intent to enroll at the requesting school is secured. Authentication may include a copy of the school's admissions application signed by the student.)

- To Federal, State, and Local educational authorities conducting an audit, evaluation, or enforcement of education programs.
- To organizations conducting studies on behalf of NMC.
- To accrediting organizations.
- To parents of a dependent student (see Policy & Procedure 8202).
- To comply with judicial order or subpoena (reasonable effort to notify)
- In a health or safety emergency
- Directory Information (see list of items on Directory Information form)
- To the student.
- Results of a disciplinary hearing to an alleged victim of a crime of violence.
- Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules and policies.
- Disclosure to a parent of student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.
- Disclosure of information received under a community notification program concerning a student who is required to register as a sex offender in the state.

Records and Approvals of Disclosures

All requests for educational records must be submitted to the OAR. With the exception of student authorized or requested releases, all other requests for release or disclosure of educational record information must be approved by the Dean of Student Services and the President of the Northern Marianas College.

The OAR shall maintain a log of each request for access to and each disclosure from an educational record. The Registrar will record all requests for access, other than those received from the student, and information must be forwarded to the Dean of Student Services.

This log must:

- Be maintained as long as the student's record is maintained;
- Include the parties who have requested or received information from education record(s); and
- Include the legitimate interest parties had in receiving the information.

NMC, through the Office of the Dean of Student Services, shall make reasonable effort to notify the student of the release of information within 45 days of the disclosure.