



# Great Bay Community College

320 Corporate Drive, Portsmouth, NH 03801  
Phone (603) 427-7600 Fax (603) 334-6308 [www.greatbay.edu](http://www.greatbay.edu)

## Academic Privacy

**Family Education Rights and Privacy Act (FERPA)** In compliance with the Family Rights and Privacy Act of 1974 (The Buckley Amendment), it is the policy of the College to protect the educational/academic records of its learners, former learners, and alumni. All personally identifiable information in a learner's educational record is considered confidential. FERPA rights apply at the point of matriculation or registration, regardless of minor status. The identifying status is the process which makes the individual a student at this college.

The federal law includes provisions for disclosure of Directory Information by educational institutions. The College considers the following to be Directory Information: Student's name, telephone number, city/town, e-mail address, major field of study, enrollment status (e.g. full-time or part-time), Degrees, awards, honors. IF YOU DO NOT WISH DISCLOSURE OF ANY OR ALL OF THE CATEGORIES OF IDENTIFIABLE DIRECTORY INFORMATION, YOU MUST NOTIFY THE REGISTRAR IN WRITING PRIOR TO THE CLOSE OF THE LAST DAY TO ADD.

Please consider very carefully the consequences of any decision by you to withhold any category of general Directory Information. Should you decide not to release general Directory Information, any future requests for such information from non-institutional persons or organizations will be refused, except as provided by law.

The College will honor your request to withhold general Directory Information, but cannot assume responsibility to get in touch with you for subsequent permission to release it. Regardless of the effect upon you, the College assumes no liability for honoring your instructions that such information be withheld.

Copies of the Family Educational Rights and Privacy Act of 1974, Part 99 of Title 45, dealing with Privacy Rights of Parents and Students, may be obtained from the Vice President of Enrollment Management and Student Services or the Office of the Vice President of Academic Affairs.

### Student Records

- A. Students have the right to review the contents of their records. Students will be give access to their own records within a reasonable period of time, but in no case shall access be withheld for more than 45 days after the request has been made. The Registrar is authorized to release this information. Students wishing access to their records must contact the Registrar personally. In cases involving the possibility of misinterpretation of data, the Vice President of Academic Affairs or his/her qualified designee shall interpret the data to the student.
- B. Students shall have the opportunity for a hearing to challenge the contents of their college records to ensure that they are not inaccurate, misleading, or in violation of their privacy or rights. This challenge must be made in writing to the Vice President of Academic Affairs.
- C. Students may authorize the release of their records to intended persons or institution by completing the Authorization to Release Records form. No access or release of any personally identifiable records or files on students will be allowed to any individual, agency or organization without prior written consent of the student, except as follows:
  1. To internal and external officials directly involved with a legitimate educational interest.
  2. To authorize Federal and State officers as identified in Section 438 (b) 3) of Public law 93-380.



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## Authorization for Release of Student Information

I, \_\_\_\_\_ @ \_\_\_\_\_

**(Print Student Name)**

**(Student ID Number)**

Authorize access of my:	Academic Information (Circle one)	Yes	No
	Student Account Information (Circle one)	Yes	No
	Financial Aid Information (Circle one)	Yes	No

To:

\_\_\_\_\_

\_\_\_\_\_

(Print Name)

(Relationship)

\_\_\_\_\_

\_\_\_\_\_

(Print Name)

(Relationship)

I understand that this release of information does NOT allow access to the Student Information System (Student Records via the Internet) or Official Transcripts.

This request must be signed by the student in the presence of a Great Bay Community College staff member. This request will remain in effect indefinitely, until the student named below notifies the Registrar's Office otherwise in writing.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

*(Must be signed in the presence of a Great Bay Community College staff member)*

**Office Use Only**

Entered in BANNER>SPACMNT> Comment Type is "1RL" Release of Information \_\_\_\_\_ Initials

by Date Processed \_\_\_\_\_