**Sauk Valley Community College**

**August 22, 2016**

**Action Item 4.3**

**Topic: Board Policy 603.01 Student Records – Second Reading**

**Strategic Direction: Goal 3, Objective 3 – Improve the efficiency of College operations**

**Presented By: Dr. David Hellmich**

**Presentation:**

In accordance with the directive from the Board to update and clarify policies, the administration is requesting Board Policy 603.01 Student Records be revised. The recommended revision is on the following page.

**Recommendation:**

The administration recommends the Board approve the revised Board Policy 603.01 Student Records as presented for a second reading.

603.01 Student Records

Sauk Valley Community College policy on student records complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. The Family Rights and Privacy Act is a federal law in which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of students’ educational records. The Office of the Dean of Student Services will be responsible for compliance.

2/12/79

3/23/87

10/28/96

9/25/00

6/28/04

3/27/06

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Educational Rights and Privacy Act (FERPA) of 1974. The Family Rights and Privacy Act is a

federal law in which states (a) that a written institutional policy must be established and (b) that

a statement of adopted procedures covering the privacy rights of students be made available.

The law provides that the institution will maintain the confidentiality of students’ educational

records. The Office of the *Registrar* will be responsible for compliance.

2/12/79

3/23/87

10/28/96

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3/27/06