

STUDENT RECORDS
POLICIES AND PROCEDURES
for
AMARILLO COLLEGE

A policy to meet the requirements of Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974.

Revised Summer 2001

DEFINITIONS

For the purposes of this policy, Amarillo College has used the following definitions of items.

Student - any person who attends or has attended Amarillo College.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by the College, or an agent thereof, which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
2. Records created and maintained by the Amarillo College Police/Security Department for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

ANNUAL NOTIFICATION

Students will be notified of their FERPA rights annually by publication in the Amarillo College catalog and *Student Rights and Responsibilities*.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian, or an appropriate college staff person, a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian, or an appropriate College staff person, will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to inspection only in the area designated by the records custodian.

RIGHT OF AMARILLO COLLEGE TO REFUSE ACCESS

Amarillo College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed on file before January 1, 1975.
3. Records connected with an application to attend Amarillo College or a component unit of Amarillo College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

Amarillo College reserves the right to deny copies of records or official transcripts not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of Amarillo College.
2. The student has an unpaid financial obligation to the College.
3. There is an unresolved disciplinary action against the student.

FEES FOR COPIES OF RECORDS

Students will be required to pay fees for copies of all records other than transcripts. The fee for copies will be \$0.25 per page. A \$50.00 fee will be charged for the search and reproduction of records related to a subpoena or court order. Additionally, any request for computer-generated data in any medium will be charged a fee for the programming and production. This fee will be a minimum of \$50.00 and could be more dependent on resources required to fulfill this request.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the College maintains, their location, and their custodians.

TYPES	LOCATION	CUSTODIAN
Academic Awards/Recognition by the College	Dean of Student Services Office College Union Building Room 206	Dean of Student Services
Academic Records (Cumulative)	Registrar's Office Student Service Center, Room 170	Registrar/Director of Admissions
Admissions Records	Registrar's Office Student Service Center, Room 170	Registrar/Director of Admissions
Admissions & Immunization Records (Associate Degree Nursing Program)	West Campus Administration Building Room 106	Department Chair
Admissions & Immunization Records (Dental Assisting Program)	West Campus Allied Health Building Room 120	Department Chair
Admissions, Immunizations & Dental Examination Records (Dental Hygiene Program)	West Campus Allied Health Building Room 120	Department Chair
Admissions & Immunization Records (Medical Data Specialist Program)	West Campus Allied Health Building Room 168	Department Chair
Admissions & Immunization Records (Medical Laboratory Technology Program)	West Campus Allied Health Building Room 104B	Department Chair
Admissions & Immunization Records (Paramedicine Technology Program)	West Campus Allied Health Building Room 173	Department Chair
Admissions & Immunization Records (Physical Therapist Assistant Program)	West Campus Allied Health Building Room 166	Department Chair
Admissions & Immunization Records (Radiologic Technology/ Radiography Program)	West Campus Allied Health Building Room 145A	Department Chair
Admissions & Immunization Records (Respiratory Care Program)	West Campus Allied Health Building Room 116	Department Chair
Admissions, Immunization & Physical Examination Records (Surgical Technology Program)	West Campus Allied Health Building Room 160B	Department Chair
Admissions, Immunization and Physical Examination Records (Vocational Nursing Program)	West Campus Administration Building Room 106	Department Chair
Advising/Counseling Records	Advising & Counseling Center Student Service Center Room 130	Director of Advising & Counseling
Continuing Education Records	Business & Industry Center	Director of Continuing Education
Continuing Education	West Campus Administration Building	Director of Center for Continuing

TYPES	LOCATION	CUSTODIAN
Center for Continuing Healthcare Education Records	Room 104	Healthcare Education
Criminal Justice Program Student Records	West Campus Building C Room 121	Director of Criminal Justice Programs
Disciplinary Records	Dean of Student Services Office College Union Building Room 206	Dean of Student Services
Financial Aid/Scholarship Records	Financial Aid Office Student Service Center Room 156	Director of Financial Aid
Financial Records	Business Office Student Service Center Room 210	Director of Business Services
Firefighter Academy, Basic	Fire & Environmental Programs Office ATC Industrial Center, Room 101	Director of Fire & Environmental Programs
Job Placement Records	Career Planning & Placement Center Student Service Center Room 130	Coordinator of Job Placement
Student Organization Records	Student Activities Office College Union Building Room 3	Director of Student Activities
Testing Services Records	Testing Center Student Service Center Room 101	Coordinator of Testing
Occasional Records (Student education records not included in the types listed above such as minutes, copies of correspondence in offices not listed, etc.)	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	College staff person who maintains such occasional records system.

DISCLOSURE OF EDUCATION RECORDS

Amarillo College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest* in the records.
2. To officials of another school, upon request, in which a student intends to enroll or seek admission.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a Texas state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Directory information so designated by the College.
11. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

RECORD OF REQUESTS FOR DISCLOSURE

Amarillo College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student. Records of requests for disclosure will not be maintained when the student has given written permission for such disclosure.

*A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position, a person elected to the Board of Regents, or a person employed by or under contract to the College to perform a special task, such as the attorney or auditor. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

DIRECTORY INFORMATION

(Note: Disclosure of directory information is optional. If the option is exercised, a college or university is required to list the items it has designated as directory information.)

Amarillo College designates the following items as directory information: student name, address, telephone number, dates of attendance, major field of study, degrees, certificates, participation in officially recognized activities, and awards received. The College may disclose any of these items without prior written consent, unless notified in writing to the contrary. Requests for nondisclosure will be honored for only one semester; therefore, authorization to withhold directory information must be filed by the 12th class day of each semester or the 4th class day of each summer term.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records.

1. A student must ask [appropriate official of] Amarillo College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. Amarillo College may or may not comply with the request. If it decides not to comply, Amarillo College will notify the student of the decision and advise of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Amarillo College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer will be an official of Amarillo College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney, at the student's expense.
5. Amarillo College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Amarillo College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenge information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If Amarillo College discloses the contested portion of the record, it must also disclose the statement.
8. If Amarillo College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

For additional information, contact the Dean of Student Services (371-5300, College Union Building, Room 206) or the Registrar's Office (371-5030, Student Service Center, Room 170).