



TITLE: Confidentiality of Student Records

DATE ADOPTED: March 16, 2021

EFFECTIVE DATE: March 16, 2021

SUPERSEDES: November 17, 1970

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**POLICY:**

I. Introductory Statement

- A. As custodian of student records, Rowan College of Burlington County recognizes that student educational records are confidential to the student and the institution. Accordingly, the College must exercise extreme care and concern in reconciling and disseminating information about students; therefore, only such information as is necessary to the normal operations of the College shall be maintained in the official student information records. Being a staff member or faculty of the institution does not inherently permit access to specific educational records of any student.
- B. Information acquired during the course of the operation of the college must be restricted to the members of the College Community and must not, except as provided in the policy statement below, be disseminated outside the College Community.
- C. When demand for information challenges the principle of confidentiality, the College will employ every legal basis for resistance.

II Availability of Student Records

- A. The college follows all applicable state and federal laws to guide record keeping, access to records, and any applicable management & destruction of educational records. Standard Operating Procedures regarding the application of these laws to the daily operations of the college are maintained and updated by the Office of the Registrar under the direction of the chief student services officer or his/her designee. Additional records, including those related to financial aid and financial records of



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students as well as those related to counseling supports, may be held by the applicable office under the direction of the chief student services officer or his/her designee.

**III Disclosure of Information**

- A. The following general conditions relative to the disclosure of information in official student information records must be observed by all college officers and personnel:
1. Only those academic and administrative personnel who require access to official student records in the performance of their normally assigned duties shall have routine right of access to information contained in official student records.
  2. RCBC will not release student records without written consent to do so unless it is permitted as an exception outlined in 20 USC & 1232g(b) and(h)-(j) and 34 CFR & 99.31. The exceptions allow for disclosure of Directory Information, and other disclosures as defined in the college catalog.
  3. Student records cannot be released without the consent of the student unless an exception to FERPA applies or a court order is obtained. Rowan College at Burlington County is then obligated to respond accurately to such requests and in a manner which is in keeping with all the above statements. Requests for the release of information to which the student has not consented will be limited to directory information, as defined in the applicable college catalog.
  4. Under subpoena or court order from one of the courts having jurisdiction in Burlington County, New Jersey, for production of records, the College shall take steps immediately to notify the student concerned that his records have been subpoenaed or their production required under court jurisdiction. The College must comply with such orders or requirements. In addition, Rowan College at Burlington County recognizes the responsibility to be responsive to bona fide governmental inquiries when national security or the safety of individuals is at issue. However, when requests of this nature are received and the student's consent cannot be obtained, the College will release only the information necessary to fulfill its legal obligation.
  5. In releasing data for research, Rowan College at Burlington County will exercise due care to protect the identity of the student. If the institution is unable to remove personally identifiable information about student records, the College



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will obtain the written consent of the student prior to using information about him for research purposes and/or will limit information to directory information as defined in the applicable college catalog. Before submitting information from student records to the researcher, the institution must first be assured that the research agency will follow acceptable Standards of Confidentiality as set down in this policy.

V. Compliance with Policy

A. Each academic and administrative office of the College shall be responsible for maintaining the official student records designated to that office and for compliance with this statement, under the guidance of the Office of the Registrar and the chief student services officer who will serve as institutional leads on student records compliance.

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President

03-16-2021

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Date:

Handwritten signature of the Chairman in black ink.

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Chairman

03-16-2021

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Date: