



Current Status: *Active*

PolicyStat ID: 6562306



Origination:	9/20/2017
Effective:	6/19/2019
Last Approved:	6/19/2019
Last Revised:	11/17/2017
Next Review:	6/18/2021
Owner:	<i>Faculty Organization</i>
Policy Area:	<i>College of Nursing CNG</i>
References:	
Applicability:	<i>MVHS</i>

Access to Student Academic Files, CNG-100.1

PURPOSE

To define the process to access student academic files consistent with FERPA regulations to access information related to a student’s performance in an instructional or administrative capacity with a legitimate educational interest. Release of a student’s education record to a school official having legitimate education interest does not constitute institutional authorization to transmit, share, or disclose any or all of the information to a third party, within or outside the college.

SCOPE

Applies to administration, faculty , staff and students at the College of Nursing

REFERENCES

20 U.S.C. 1232g: 34 CFR part99 Family Educational Rights and Privacy Act

DEFINITIONS / ABBREVIATIONS

FERPA - Family Educational Rights and Privacy Act

PROCEDURE / DIRECTIVE

1. Faculty and staff that have a legitimate reason to access a student file will contact the Registrar (or Financial Aid Director or Admissions Coordinator) to request the file.
2. The student’s name, and date file obtained will be entered on the Student Education Record tracking Log by the individual requesting the file and countersigned by the Registrar or appropriate designee.
3. The individual that requested the document will return the file to the Registrar or designee within 24 hours and enter the date on the log countersigned by the Registrar. If the file is needed for extended periods of time it must be entered again on the Student Education Record Tracing Log.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S): N/

A

This Document Replaces: NSG-CNG 100.1

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/19/2019

Applicability

MVHS

COPY