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Owner Faculty Organization
Policy Area College of Nursing CNG
Applicability MVHS

Access to Student Academic Files, CNG-100.1

PURPOSE

To define the process for a student, instructor or administrator to access student academic files consistent with FERPA regulations.

SCOPE

Administration, Faculty, Staff

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. In compliance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g: 34 CFR part99, students have the right to:

- Inspect and review their records within 45 days of a written request to the authorized custodian of the records.
- Request an amendment to their records.
- Consent to disclose their records.
- File a complaint with Department of Education concerning alleged failures of the College to comply with the requirements of FERPA.

2. Faculty and staff that have a legitimate reason to access a student file will contact the Registrar (or Director of Finance & Enrollment or Admissions Coordinator) to request the file.
3. The student's name, and the date the file was 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.
4. 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 Tracking Log.
5. Release of a student's records to an instructor or administrator does not constitute authorization to transmit, share, or disclose any or all of the information to a third party either within or outside the college.

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

This Document Replaces: NSG-CNG 100.1

COPY

Attachments

[Student Ed Record Tracking Log \(CNG 100.1\)](#)

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	7/6/2023