

Definition of Educational Records

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Beville State Community College or a party acting for Beville State. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by institutional counselors or other professionals or paraprofessionals and which are maintained in connection with personal counseling or treatment and are not available to anyone who could not be involved within the College are also excluded from a student's educational record. Such records are, however, available to a physician or appropriate professional of the student's choice, if requested. Records created and maintained by the college law enforcement unit (Director of Student Services and/or Campus Police) solely for the purpose of law enforcement are also excluded from a student's educational record and are therefore exempt from the privacy restrictions of FERPA.