

AGC Decision Form

8.6 Privacy and Access to Student Records (FERPA)

Decision

On March 15, 2022 the AGC membership voted to approve revision of policy 8.6, with the following language:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law protecting the privacy of student education records. GRCC is subject to federal regulations under FERPA and is committed to student privacy and access to their educational records as defined under the law.

FERPA applies to all students, regardless of age (including students under the age of 18) at GRCC. FERPA precludes parents and guardians of minor GRCC students from accessing GRCC education records without valid written consent.

FERPA affords students the following with respect to their educational records:

- A. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- B. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent, include disclosure to school officials with legitimate educational interests and other disclosures specifically authorized by law.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grand Rapids Community College to comply with the requirements of FERPA.
- E. The right to opt out of disclosure of directory information.

Sponsor/Champion of Proposed Policy

Co-Chairs: Valerie Butterfield (Registrar) and Renae Potts (Nursing Faculty)
Team members: Jenna Hess (Academic and Student Affairs Faculty),
Brett Meyer (General Counsel)

Rationale

The Privacy and Access to Student Records Team recommended that language of this policy be changed for the following reasons:

- GRCC practices and how they fit into complying with FERPA
- Clarifying aspects of the policy under GRCC's purview versus specific federal mandates that apply to the policy
- What can be shared internally within our campus about a student record
- Definitions under FERPA requirements

Supporting Data

The Privacy and Access to Student Records Team:

- Presented GRCC FERPA practices and impact on students.
- Clarified what information GRCC is required to release and the rights of students.
- Reviewed and synthesized the transcribed feedback from AGC discussions and breakout room conversations.

Implications for Action

- FERPA is a Federal Law (The Family Educational Rights and Privacy Act of 1974) and affords students certain rights with respect to their educational records.
- Entities affected by this policy are students, all Grand Rapids Community College employees, contractors, and volunteers.

Date of Decision by AGC

Date: March 15, 2022

Vote: 97% approved, 0% not approved, 3% abstained

Policy was approved.

Section to be Completed by the Provost

Evaluation Plan

Next review of policy during 2024-2025 academic year

Response from Provost

Approved for immediate implementation.



Brian Knetl, Provost

9/12/22

Date