

Student Records General Policy

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, the reasons for such release, and to whom records are to be released. Exceptions to this policy apply when satisfying compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders or subpoenas. The student will have ten days to respond to the College concerning the notification of subpoena in advance of the compliance by Beville State Community College. Additionally, records may not be withheld from appropriately authorized representatives, including educational and governmental officials, as provided by law. Students shall have access to all such information, with the exceptions as noted below, in accordance with the procedure outlined within this policy.