

# Student Records Policy

All students and parents should be aware of the provision of Public Law 93-380, the Family Education Rights and Privacy Act of 1974, also known as "The Buckley Amendment." Under the provision of this law, all students and former students of Wallace Community College Selma have the right to inspect their official educational records in the Office of Student Services. This right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975. Parents or guardians of a student may not see records nor receive any grades unless the student specifically designates that his/her records and /or his/her grades may be made available to the parents or guardians. Grades are mailed to the address indicated by the student on the registration form. Information classified as "Directory Information" may be released by Wallace Community College Selma unless a student specifically informs the Office of Student Services at the beginning of each semester of his/her desire to be excluded in a directory. "Directory Information" includes the following:

1. Name, address, telephone listing
2. Date and place of birth
3. Major or minor fields of study
4. Participation in officially recognized athletics and other activities, including weight and height of members of athletic teams
5. Dates of attendance
6. Degrees and awards received
7. The most recent previous educational institution attended

Wallace Community College Selma may release students' education records to the following without prior written consent:

1. College officials who have a legitimate education interest in the records. College officials are defined as instructors, administrative personnel, and other employees, who in the performance of their normal duties require access to students' records. If college officials are required for the performance of the duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Government representatives of the Comptroller General of the United States, the Secretary of Human Resources, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary of Education, State educational authorities, and State officials to which such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
3. Accrediting organizations to carry out their accrediting functions.
4. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
5. Appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that information be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.
6. For additional information see the Student Handbook.

Photographs and/or video was taken by the institution, or on behalf of the institution, remain college property and may be distributed for publications, newspapers, commercials, student newspapers or yearbooks, or other appropriate sources unless the student signs a request for non-disclosure form in the Admissions Office.