

# STUDENT RECORDS

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Student records are maintained by campus Admissions and Records offices. Students are responsible for regularly checking their mySierra account to ensure receiving registration and financial aid information.

## Family Educational Rights and Privacy Act (FERPA)

Sierra College maintains student records and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA sets forth requirements regarding the privacy of student records and protects students' rights to inspect and review their education records, to request to amend their education records, and to limit disclosure of personally identifiable information contained in education records.

Student education records are defined as records, files, documents and other materials that contain information directly related to a student, and are maintained by the institution or by a party acting for the institution. Education records are NOT: sole possession records, law enforcement unit records, employment records, medical records, or post-attendance records.

Student education records that are personally identifiable will not be released to a third party without the student's written consent unless one of the following situations applies:

- To college faculty, staff and administrators with a legitimate educational interest in the information.
- In response to a request for directory information.
- To Federal, State and local education authorities involving an audit, evaluation or compliance with education programs.
- Agents acting on behalf of the college (e.g., National Student Loan Clearinghouse).
- In connection with processing financial aid.
- Accrediting institutions.
- To comply with a judicial order or subpoena.
- In connection with a health or safety emergency if the information will assist in resolving the emergency.

Reference: Sierra College Board Policy 5040 (<https://www.sierracollege.edu/administration/board-of-trustees/#policiesandprocedures>) and Administrative Procedure 5040 (<https://www.sierracollege.edu/administration/board-of-trustees/#policiesandprocedures>).