

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 4800

Student Education Records

Date Adopted: 1 April 1993

Date Revised: 27 November 2019

Date Reviewed: 22-24 March 2014, **November 27, 2019**

References:

Educational records are kept by the College on individual students to facilitate their educational development. The ~~Admissions and Records Office~~ **Office of Admissions, Records, and Retention** keeps records on the academic history of all students. The Financial Aid Office keeps records on financial assistance to each student and their academic progress. The Business Office keeps records on individual student accounts. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. Students have the right to know the purpose, contents, and locations of information kept on them as part of their educational records.

Students have the right to gain access to and challenge the content of their educational records. The right of challenge does not include questioning substantive judgments that are correctly recorded, such as a grade in a course.

Students have the right to have some control over the disclosure of information from the records. They can expect that information in their educational records is kept confidential, and disclosed only with their permission, under provisions of the law.

Parents also have the right to expect confidentiality of certain information about them in the educational records and, under certain conditions, to gain access to the information in their child's educational record. However, since the College considers all students independent, that information which may be released to them without the student's specific permission is limited to directory information.