

## Privacy and Release of Student Education Records Policy, 4.02

### Chapter 4: Student

**Responsible Office:** Records and Registration

**Applies to:** Faculty, Staff, and Students

**Approved:** 04/21/2026

**Policy:** To ensure that Rhodes State College maintains the requirements set forth in the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA) and to ensure that students receive notification of their rights and responsibilities under FERPA. The Policy is designed to provide standardization in operations for collection, maintenance, review and release of student records, required notification to students, and clarity in dealing with the legal and regulatory requirements. As such, this policy applies to faculty, staff, and students.

Rhodes State College will protect the privacy of student education records and shall govern the collection, maintenance, review and release of student records at the College as set forth in FERPA.

Pursuant to FERPA, an annual notice will be published to explain the rights of students with respect to records maintained by the College and outline the College's procedures to comply with the requirements of FERPA and locations from which the Federal Regulations and Rhodes State's Policy can be obtained.

**Related Policies or Procedures:**

Privacy and Release of Student Education Records Procedure 4.02(a)

**Compliance References:**

Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. § 1232g; 34 CFR Part 99

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	02/17/2015	Original policy was reviewed and approved by Board of Trustees
<b>Revised:</b>	04/21/2026	Renumbered for new policy templates & separated from procedure

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*