

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2011 STUDENT RECORDS

Student educational data or records are maintained with Student Services. The term "student" includes a person currently or formerly enrolled and applicants for admission. Information other than "directory information" is considered private and will not be released unless the student so authorizes through informed consent. Records relating to a student as an employee shall be subject to personnel policies rather than student data privacy policies.

A student has the right to petition for review of their cumulative student record. The following data may be included in the cumulative record:

1. Admission application, enrollment data, and supporting documentation
2. Diploma and/or transcripts from previous institutions
3. Assessment data
4. Institutional evaluation data
5. Authorization/s to release information
6. Transcripts
7. Documents relating to student academic status and student conduct
8. Immunization records

The cumulative student record maintained in the Student Services office does not contain disability or related information, or financial aid data that may include agency information. The respective offices that collect the data maintain that private data. This data is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.

Date of Implementation:	5/27/04
Date of Adoption:	6/2/04
Date & Subject of Revisions:	6/8/05 – punctuation revisions
	3/3/08 – heading added
	12/16/08 Reviewed
	03/09/10 Reviewed
	02/22/11 Revised
	02/29/12 Revised grammar
	02/12/13 Reviewed
	03/04/14 Reviewed
	02/03/15 Reviewed
	02/16/16 Reviewed
	02/16/17 Reviewed
	02/16/18 Reviewed