

**3354:2-63-01 Confidentiality and Review of Student Records.**

The following statement is the college's policy on students' rights to review their educational records and the confidentiality of these records in accordance with the 1974 Family Educational Right to Privacy Act (Buckley Amendment).

(A) Students attending Lakeland have the right to review their educational records which consist of official records, files, and data directly related to themselves which are maintained by the college or any college department/division.

Medical and counseling records maintained by professional or para-professional physicians or counselors which are used in treatment or counseling with a student are deemed confidential and the institution is not obligated to share with a student. Such records may be reviewed by a physician or other appropriate professional of the student's choice.

(B) A student's educational records are confidential and may only be released with the student's written consent.

The only exception are appropriate college officials (or a designated college representative) who may review the record for the educational interest of the student.

(C) Students have the opportunity to challenge the content of their school records to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students. Students have an opportunity to correct any inaccurate, misleading, or otherwise inappropriate data contained in those records.

Challenges by students regarding the validity of grades received are not covered by the Family Educational Right to Privacy Act.

(D) The college classifies the following information on individual students as public (directory) information and may make it available to the public:

- Name
- Home address
- Home telephone number
- Date of birth
- Verification of enrollment
- Photograph
- Dates of attendance
- Verification of graduation and date of graduation
- Degree and major earned
- Special awards/honors earned
- Hometown
- High School
- If a member of an athletic team, the student's height, weight, sports team and sports statistics

Replaces: 6/2/2011

Effective: 06/02/2011

CERTIFIED ELECTRONICALLY

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Certification

03/12/2015

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Date

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