

Definition of Educational Records

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the college or by a person acting for the college. Student educational records may include, but not be limited to, the following:

1. Application for admission/readmission
2. Copy of letter of acceptance
3. All transcripts of grades and other information on those records
4. Placement test scores if applicable
5. Documentation of compliance with Selective Service registration if applicable
6. Other information pertinent to the student's attendance at the college

Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker
2. Records of campus police
3. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the college, but such records are available to a physician or appropriate professional of the student's choice, if requested