

## Student Right to Privacy

Brunswick Community College designates the following items as directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior written consent unless the student has notified the Student Services & Enrollment Management, in writing, stating that he/she does not want such information released.

### Disclosure of Educational Records

Brunswick Community College will disclose information from a student's education records only with the written consent of the student, except in the following allowable instances:

A. To school officials who have a legitimate educational interest in the records. A school official is:

- A person employed by Brunswick Community College in an administrative, supervisory, academic or research support staff position or work study student.
- A person elected to the Board of Trustees.
- A person employed by or under contract to Brunswick Community College to perform a special task, such as the attorney or auditor.
- A person employed by the Brunswick Community College Police Department.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his/her tasks.

B. A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his/her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student's family, such as childcare, job placement, or financial aid.
- Maintaining the safety and security of the campus.

C. To officials of another school, upon request, in which a student seeks or intends to enroll.

D. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State and federally supported education programs.

F. In connection with student's request for or receipt of financial aid to determine the eligibility, amount or condition of the financial aid, or to enforce the terms and conditions of the aid.

---

I, \_\_\_\_\_, \_\_\_\_\_, do not want my educational, financial, or directory  
Student Name Student ID

information released without my prior written consent.

---

Student Signature/Date