



OFFICE OF THE PRESIDENT

November 20, 2008

DEANS
COLLEGE DIRECTORS
REGISTRAR
FACULTY
STUDENTS

ACADEMIC RECORDS CONFIDENTIALITY AND TO ELIMINATE SOCIAL SECURITY NUMBERS AS THE STUDENT PRIMARY ID METHOD

The Bayamón Central University (BCU), in compliance with the Buckley Amendment (Family Educational Rights and Privacy Act - FERPA), provides students access to their academic records. Students have the right to inspect and review their academic records, request the correction of information that it is incorrect. In addition, BCU guarantees that students' academic information will not be disclosed to third parties without their consent. The only exceptions to this information access prohibition, shall be those of legal or statutory type

Procedure for requesting review of the record:

1. Students and alumni have the right to inspect and review their transcripts through written request to the Registrar. Registrar shall authorize the revision 30 days after the student written request.
2. Through a written request to the Registrar, students and alumni are entitled to the correction of any academic information identified as incorrect in their academic record. Students must be notify in written if the institution decides not correct the information.
3. Students and alumni are entitled to prevent the University to release information of the records, except those allowed by FERPA:
 - University officials such as faculty, administrators and members of the Board of Trustees.
 - The Federal law (Solomon-Pombo Act) allows third parties to request personal information that is included in the directory, such as:
 - Student Name
 - Concentration
 - Address
 - Year of study
 - Access to servers is controlled through the privileges granted to user accounts as defined in our computer system. Additionally, the institution has mechanisms such as "firewall" that identify and prevent access to

unauthorized persons. An application form must be completed to acquire access. It is authorized by the Registrar.

- Bayamón Central University prohibits the use of Social Security number as routine student ID number, in compliance with law No. 186 of the year 2006.

Validity:

This policy will be effective immediately and supersedes any other guidelines, rules or procedures that are in contrast with the arranged here.

Endorsed by:



Nilda Nadal Carreras
President

LVC/djm