

## **POLICY 3.5: STUDENT RECORDS**

Sandburg maintains permanent academic records for each student and protects them against loss, damage, unauthorized alterations and violations of privacy.

Except as permitted by law, Sandburg won't release personal or academic information about a student — other than directory information — without the written consent of the student involved.

Students can request in writing to have Sandburg release records maintained by the college, specifying the reason(s) for the release and the recipient of the records.

Sandburg affirms the right of students' access to their records. In general, such access is limited only by reasonable limitations of time, place, and supervision.

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