

What are the policies regarding student information privacy?

Student Information Privacy Policy and Statement

CBTS maintains the security and confidentiality of student educational records. All student records are kept in a secure location and in locked file cabinets and secure electronic locations. Additionally, all transcripts and pertinent information for current degree-seeking students is digitally “backed-up” at two separate locations.

Since CBTS does not accept Title IV student loan monies, CBTS is not bound by the Family Educational Rights and Privacy Act (FERPA). However, CBTS’ confidentiality policies are generally consistent with FERPA.

CBTS policies are as follows:

A student may access/inspect and review his/her academic file and unofficial transcript after a request has been made to the Registrar’s office. The Registrar will arrange for the student to access his student file. The Registrar will be present during this access/inspection or review.

If a student believes his/her academic file and/or unofficial transcript are inaccurate or misleading, the student may request to amend the file and/or transcript. The student should write the Registrar, clearly identifying the portion of the record that the student wishes to change and specifying what is inaccurate or misleading. If CBTS decides not to amend, the student may use the student appeal process to proceed. If CBTS agrees with the student and changes are required, all changes will be reflected in the students records and official transcript.

CBTS will not disclose, without the student’s written consent, personally identifiable information found in the student’s academic file or transcript.

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