SECTION 5: RELEASE OF STUDENT AND EMPLOYEE INFORMATION

IP 5.00 Student Privacy Rights
NJC operates under the rules of the Family and Educational Rights and Privacy Act of 1975. As required by this act, all student records information except directory information is confidential unless the student gives written permission to release the information to the designated parties. Release of information to other employees must be determined by a justifiable "need to know".

All external parties' requests for information on students should be directed to the V.P. of Student Services or the NJC Records Office. Any questions about this issue should also be directed to the V.P. of Student Services.

IP 5.01 Student References
Employees should exercise caution when providing employment or other types of references for current or former students. False or misleading references can lead to negligent referral lawsuits. Reference letters must contain information based solely on the writer's observations and experience, and must not purport to represent NJC as an entity. For scholarship purposes, faculty may write recommendations for students using college letterhead. Questions regarding student reference, should be referred to the Human Resources Office at ext. 6661.

IP 5.02 Employee References
All requests for information regarding the employment status of current or former employees should be referred to the Human Resources Office. If asked to serve as a personal reference or write a personal letter of recommendation, faculty must ensure that information contained represents knowledge and observations and does not purport to represent NJC as an entity.

Employment verifications or requests for references of employment of past or present employees shall be handled as follows:

Responding as an "official" of the college:
1) Forward to Human Resources for handling, or
2) Complete a personal reference request providing only date(s) of employment and position held.

Staff may respond to phone inquiries by indicating that it is NJC's guideline to provide only that reference information which confirms date(s) of employment and position held at NJC.

Responding in a personal capacity:
1) References may not use college letterhead/stationery; and
2) May not sign as an official of the college.

If questions arise regarding a reference for former or current employees, faculty should contact the HR Office at ext. 6661.

IP 5.03 Employment & Income Verification for Credit Purposes

Employees wishing to have their employment or income verified for credit purposes (mortgage applications, car loans, or other forms of credit), should contact the Human Resources Office at Northeastern Junior College.