

Standard Number 3.9.2: The institution protects the security, confidentiality, and integrity of its student records.

The Residence Life Office of NGCSU recognizes that much of the student information it collects and maintains is confidential in nature and must be protected in compliance with the [Family Educational Rights and Privacy Act of 1974](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html) (FERPA). Locate information about FERPA at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

All student housing records and/or other information regarding residential students housed in the traditional residence halls are maintained in two areas; in the Banner system and in hard copy files kept in the Residence Life Office.

Student information contained in the Banner system can be accessed only through user identification and password and the Residence Life Office uses only student ID # to access these records. Hard copy records are maintained in filing cabinets in the Residence Life Office. These cabinets are kept behind two locked doors and are only accessed by professional Residence Life Staff.