

Rights Under The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access. A student may inspect and review their educational records upon request in the Academic Office/Administrative Office.
2. The right to request the amendment of the student's educational records that the student believes to be inaccurate. A student should write the record custodian of the College, clearly identify the part of his/her record he/she wants changed, and specify why it is inaccurate. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests such as the need to review educational records in order to fulfill their professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Students should see the College Catalog and/or the Student Handbook for more information about their FERPA rights.

Directory Information

The College designates the following items as Directory Information: student name, address, phone number, date of birth, major field of study, dates of attendance, degrees received, and academic honors. While the College does not publish a directory, the College may disclose Directory Information without prior written consent, unless notified by the student in writing to the contrary.

FERPA/Directory Information 2.9.04