

## **Annual Notification: Family Education Rights and Privacy Act (FERPA)**

This is a brief summary of information related to the Family Educational Rights and Privacy Act (FERPA), the law that governs access and release of information from a student's educational records.

Release of student record information is generally not done without the expressed, written consent of the student. The regulation permits colleges to release information that has been identified as directory information. Directory information includes: student's name, address, telephone number, date and place of birth, major field of study, weight and height of members of athletic teams, participation in officially recognized college activities, current enrollment status, dates of attendance, and degrees and awards received.

Students have the right to withhold the release of directory information to a third party by completing the *Request to Suppress Directory Information* form during the first two weeks of the semester in the Office of Enrollment Services. Students in need of suppressing directory information after the first two weeks of the semester are still encouraged to visit the Office of Enrollment Services to complete the process.

Students are encouraged to exhibit caution when electing to suppress directory information. Withholding directory information limits the college's ability to report information on behalf of the student in relation to: employment, graduation proceedings, honor societies, financial aid reporting, etc. Suppression of directory information remains in effect until the student returns and revokes the previous submission in writing.

Students have the right to provide written consent before the college releases personally identifiable information from his/her educational record. College officials such as: staff, faculty, researchers, board of trustee members, students serving on official committees, etc., with a legitimate education interest may access directory and non-directory information in relation to performing their work related responsibilities. Please note, the college is required to report a student's enrollment, withdrawal, and graduation status due to the college participating in Federal Student Aid programs.

College officials may also include auditors, contractors, or volunteers acting in an official capacity performing an institutional service or function for which the college would otherwise use its own employees. Access to an educational record may also be permitted in complying with subpoena requests and additional requests by third parties designated by Federal or State authorities to evaluate federal or state supported education programs. State authorities may also collect information related to statewide longitudinal data systems.

Under FERPA, students are permitted to inspect and review their educational records. Requests to review educational records must be made in writing to the Office of Enrollment Services. The student will be notified of the time and place where the records may be inspected.

Students also have the right to request the amendment of the student's educational record that he/she believes is inaccurate or misleading. Requests to amend an educational record must be made in writing the school official in possession of the record, clearly identifying the part of the record in question and the reason for the amendment. If an amendment is not granted, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request.

If a student has questions regarding FERPA, they may contact the Office of Enrollment Services. If a student has a complaint about the college securing their record under FERPA, the student may contact: The Family Compliance Office, US Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202.