

**THE COLLEGE POLICY ON COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS  
AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) was enacted by the United States Congress in

- B. **Annual Notification:** Students will be notified of their FERPA rights annually by publication in the Student Handbook.
- C. **Where You May Find the Federal Regulations Implementing the FERPA Regulations:**  
A copy of the regulations is on file in the Office of the Registrar.

To comply with FERPA, the College has formulated the following policy:

1. The right to inspect and review the student s education records.

Following are the procedures for the inspection/review of records:

- A. Students may inspect and review their education records upon request to the College Registrar. The student should submit to the Registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The Registrar will make arrangements for access as promptly as possible (but within 45 days of receiving the request) and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed. When a record contains information about more than one student, the student may inspect and review only the specific information that relates to him or her.

- B. **Limitation on Right to Access:** The College reserves the right not to permit a student to inspect the following records:

D.

E. Within a reasonable period of time after the hearing, the Dean or an appropriate official of the College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

F.

- iii. Performing a task related to the discipline of a student;
  - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid; or
  - v. Maintaining the safety and security of the campus.
2. The disclosure is to officials of another school in which a student seeks or intends to enroll.
3. The disclosure is to certain officials of the U.S. Department of Education, U.S. Comptroller General, U.S. Attorney General, or state and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs or for the enforcement of or compliance with federal legal requirements which relate to such programs.
4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, in order to determine eligibility for, amount of, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. The disclosure is to certain state and local officials or authorities concerning the juvenile justice system.
6. The disclosure is to organizations conducting certain studies for or on behalf of the College.
7. The disclosure is to accrediting organizations to carry out their functions.
8. The disclosure is to parents of an eligible student who is claimed as a dependent for income tax purposes. The policy of the College is not to release such information to the parents without the consent of the student except under extraordinary circumstances, and for drug and alcohol violations as described in item 15.
9. The disclosure is to comply with a judicial order or lawfully issued subpoena; the College will make a reasonable attempt to notify the student that it intends to comply with the order or subpoena, unless otherwise directed by the order or subpoena.
10. The disclosure is to a court in a legal action between the College and a parent or student.
11. The disclosure is to appropriate parties in connection with a health or safety emergency.
12. The disclosure is information that the College has designated as "directory information" (see below).
13. The disclosure is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, provided that only the final results of a College disciplinary proceeding with respect to the alleged crime or offense may be disclosed (whether or not

14. The disclosure consists of the final results of a College disciplinary proceeding (reached on or after October 7, 1998) against a student who is an alleged perpetrator of a crime of violence or non-forcible sex offense where the student was found responsible for a violation of the College's rules or policies with respect to the allegation, provided that the disclosure may not identify any other student, including a victim or witness, without the prior written consent of that other student.
15. The disclosure is to a student's parent regarding the student's violation of any law or College rule or policy governing the use or possession of alcohol or a controlled substance if the College has determined that the student committed a disciplinary violation with respect to that use or possession, provided that the student is under the age of 21 at the time of the disclosure to the student's parent.
16. The disclosure is in connection with an ex parte order issued at the request of the U.S. Attorney General in connection with investigation or prosecution of terrorism (USA PATRIOT ACT).
17. The disclosure is of information provided to the College concerning registered sex offenders.

A person to whom the College discloses educational record information may not redisclose the information without the consent of the student, unless otherwise permitted under FERPA.

- B. Record of Requests for Disclosure: The college will maintain a record of requests for access to and disclosures of personally identifiable information from a student's educational records as required by FERPA. The record may be reviewed by the student.
  - C. Directory Information: In compliance with the Family Educational Rights and Privacy Act, the College designates the following categories of information with respect to each student presently or previously attending the college as "directory information" which may be disclosed by the College at its discretion, without the student's prior written consent: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, field of study, enrollment status, class schedule, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Current students have a right to inform the College within a reasonable period of time that any or all of the above information about the student should not be designated as directory information.
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, D.C. 20202-4605