Notification of Student Rights Under FERPA

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

- The right to inspect and review the student’s educational records. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College, the Registrar will advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the College discloses personally identifiable information from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is the disclosure to College officials with legitimate educational interests. “College officials” are College employees with general or specific responsibility for promoting the educational objectives of the College or third parties under contract with the College to provide professional, business and similar administrative services related to the College’s educational mission. “Legitimate educational interests” are defined as interests that are essential to the general process of higher education prescribed by the body of policy adopted by the governing board.

- 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 20202-5901