

## Family Educational Rights & Privacy Act

### Policies Regarding Student Records

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

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. (Forms are available in the Office of the Registrar for this purpose.) The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend or remove a record that they believe is inaccurate or misleading. They should write the Office of the Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise 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.

### Grievance Procedure Regarding Student Records

In case of disagreement between the student and the Registrar, the student may file a written request for review with the academic dean, who will attempt to resolve the matter informally. If an informal settlement cannot be reached, the dean will request the Advisory Council to conduct a hearing. This hearing will be held within (15) school days of the dean's request. An appeal from the decision may be taken to the president.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Some exceptions to this stipulation are campus officials with a "**legitimate educational interest**" in the information. A legitimate educational interest is defined as an official who needs to review an education record in order to fulfill his or her professional responsibility. Those with a legitimate educational interest include, but aren't limited to: professors, instructors, administrators, health staff, counselors, attorneys, auditors, clerical staff, trustees of the College, members of committees and disciplinary boards – which may include other students; and any contractor or vendor to whom the college has outsourced institutional services or functions.
- Certain federal officials, accrediting agencies, parents of a dependent student, information required for the application for financial aid and release of information for health emergencies.

- 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, S.W.  
Washington, D.C. 20202-4605

### **Policy For Releasing Information**

Directory information released without prior consent of the student is limited to the student's name, dates of attendance, current enrollment status – full, half or part time, major field of study, minors, concentrations, class level, date of birth, honors/ awards, degree(s) received, home address and SJC e-mail address.

Students who do not wish release of directory information, must file a form with the Office of the Registrar requesting that the College not disclose this information. This directive will remain in effect even after graduation or withdrawal from the College unless the student revokes the request.