

## **Student Rights and FERPA**

CCC&TI protects the privacy of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. According to the "Act", an educational record is defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the college. According to FERPA, students have the right to:

1. Inspect and review their educational records.
2. Seek amendment to their educational records that they believe to be inaccurate, misleading or otherwise in violation of their privacy rights under FERPA.
3. Consent to disclosures of personally identifiable information contained in their record, except to the extent that FERPA authorizes disclosures without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with FERPA.

Students may exercise the right to inspect and review their education record by providing a written request to the Registrar.

Students may seek amendment to their educational record by contacting the Registrar who will attempt to resolve the issue. If the student is not satisfied with the resolution, then he/she may file a formal grievance with the Vice-President of Student Services according to procedures outlined in the College Catalog and Student Handbook.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

- CCC&TI faculty and staff who are determined to have a legitimate educational interest may access student records. Faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to conduct official college business.
- To comply with a lawfully issued subpoena or judicial order.
- To officials of another college in which a student intends to enroll or has enrolled.
- To authorized representatives on the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state and local education authorities.

- In connection with the application for, or receipt of, financial aid.
- To accrediting organizations.
- To appropriate officials in case of a health and safety emergency.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- To authorized officials for audit or evaluation purposes.
- Organizations conducting certain studies for or on behalf of the school.
- Outcomes of disciplinary proceedings may be released to the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
- To parents, as defined in 34 C.F.R. 99.3 of a dependent student under the Internal Revenue Code. \*
- Directory Information. \*\*

\*Under the Act, CCC&TI may not disclose personally identifiable information to the parents of an “eligible student” without the written consent of the student unless the disclosure is to parents of a dependent student as defined in Internal Revenue Code. An “eligible student” means a student who is 18 years of age or is attending an institution of postsecondary education. Parents must provide appropriate tax return information documenting the dependent status of the student before disclosure will be made without his/her written consent.

\*\* A part of FERPA states that certain information called “directory” information can be disclosed without the written consent of the student. Directory information includes information contained in the educational record of a student that would not be considered harmful or an invasion of privacy if disclosed. CCC&TI may disclose the following information without written consent unless the student notifies Student Services in writing that such information is not to be made available:

- Student name
- Phone number
- Address
- Date and place of birth
- E-mail address
- Major field of study
- Dates of attendance
- Degrees/diplomas/certificates and awards received
- Full- or part-time enrollment status
- Participation in officially recognized activities
- Most recent previous institution