

Student Rights

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

- The right to inspect and view the student's education records within 45 days of the day the College receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the Registrar, or Vice President of Student Affairs. The College official will make arrangement for access and notify the student of the time and place where the records may be. If the records are not maintained by the College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is incorrect or misleading. Students should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is incorrect 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 the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
- 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. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as attorney, auditor or collection agent). A school official has a legitimate educational interest if the official needs to view an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the US Department of Education concerning alleged failure by the College to comply with requirements of FERPA.