



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Registrar's Office maintains a file on each enrolled student. Student files contain correspondence and communication that takes place between the student, the institution, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This act, with which this institution intends to comply fully, was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

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

1. The right to inspect and review your education records (with certain limited exceptions) within 30 days of the day the College receives your request for access. You should submit any such request to the Registrar's Office in writing, identifying the records you wish to inspect. The Student Document Request form is available through the Registrar's office.

2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar's Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The "Request to Amend Records" form is available through the Registrar's Office. The Registrar's Office will notify you of its decision or any further action that should be taken by you before the College can issue a decision. If the decision is negative, you will be notified of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure to "school officials" with "legitimate educational interests." A "school official" is any person employed by the College in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom the College has contracted to provide a service to or on behalf of the College (such as an attorney, auditor, or collection agent); or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill the official's professional responsibility. In the case of health or emergency situations, disclosure of "directory information" may be released to the appropriate parties. Another such exception permits the College to disclose your "directory information", consisting of your name; major field of study; enrollment status; dates of attendance; anticipated degree; degrees, honors, and awards received. Students who wish to have their directory information withheld must notify the Registrar's Office in writing. The FERPA Opt Out form is available through the Registrar's office. (Please

note that such a notification will prevent the College from providing your directory information to your friends, prospective employers, and others with whom you may wish us to share such information). You may give such notification at any time, but it will be effective only prospectively.

Upon request, the College also discloses education records without consent in accordance with applicable law. Federal law permits educational institutions to disclose academic and financial information to the parents of financially dependent children.

- Parents may obtain information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via submission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such.
- Parents of independent students may obtain information only if the Student signs a Family Education Rights and Privacy Act (FERPA) Release Form. This consent is valid for a one time use only and CCC must obtain a second signed consent form before any additional information may be released. By signing and returning this form to the Registrar's Office, you may authorize the College to release your grades and other information from your education records to your parents or other individual. This consent remains in effect until changed in writing with the Registrar's Office. **Community Care College assumes that failure on the part of any student specifically to request the withholding of categories of information indicates individual approval for disclosure.**

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, DC 20202-4605