



FERPA
The Family Educational Rights and Privacy Act

Q. What is FERPA?

A. FERPA, the Family Educational Rights and Privacy Act of 1974, as amended, is the federal law that governs the release of educational records and access to those records for all educational institutions.

Q. What is an educational record?

A. Under FERPA, educational records are defined as records that are directly related to a student and maintained by an education agency or institution or by a party acting for the agency or institution. This includes but is not limited to grades, midterm reports, disciplinary proceedings, and directory information.

Q. Will the college disclose grades to a parent/guardian upon request?

A. FERPA permits the disclosure of educational records to the parents of a dependent student. However, the staff of the college will first suggest that the parent or guardian have conversations directly with their students about their concerns. Students who wish to have their information released to their parents/guardians must sign an Authorization to Disclose Grades available from the Office of Student Records and Registration, BA-106, and the Office of Student Retention, HO-003.

Q. Will the college contact my parents/guardian about a failing grade?

A. There are certain circumstances under which the college will release information to the parent/guardian of a dependent, regardless of whether a disclosure form has been signed. They include:

- When a student is failing a course at midterm and fails to make or keep a progress appointment with the designated academic advisor.
- When a student has conditions placed on the number and type of courses for which s/he can register because of probationary grade point average.
- When a student has conditions placed on the number and type of courses for which s/he can register because the student has been academically dismissed but reinstated through appeal.

Q. What is directory information, and to whom will it be given?

A. Directory information includes but is not limited to name, address, email address, phone number, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards, received, and most recent education agency or institution attended.

Unlike education records, directory information shall be released freely unless the student files the appropriate form requesting that certain directory information may not be released. This form is available in the Office of Student Records and Registration. Requesting confidentiality means, among other things, that friends or relatives may not be able to reach you and information will not be released to potential employers.

Q. As a student, may I request to see my academic file?

Students may fill out a request form at the office which holds the record of interest. The request will be granted within 30 days. Students may request copies of documents to which they are entitled and receive an interpretation of his or her records from the person (or designee) responsible for maintaining the record.

Q. What can I do if I believe something in my file is incorrect or misleading?

A. Students have the right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate.

Q. What is the procedure for having my education record amended?

A. Students should write the college official responsible for the record, clearly identify the part of the record they want changed, and why it is incorrect or misleading. Forms for amending education records are available in the Office of Student Affairs, OM102. 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.