



POLICY

Category

3-18 FERPA

Approval

LC Approved: 6/13/14
Effective Date Approved:6/16/14
Revised: 6/5/14
Responsible Party: Vice President of Student Services

FERPA

Policy Statement

The College will comply with the Family Educational Rights and Privacy Act of 1974, regarding the release of education records.

Employees of the College are expected to follow the FERPA guidelines and maintain the confidentiality of education records maintained by the College.

Following is a brief explanation of the guidelines:

- ◆ The College will not release personally identifiable educational records of a student without his or her written consent, except:
 - To school officials with legitimate educational interest;
 - To other schools to which a student is transferring;
 - To specified officials for audit or evaluation purposes;
 - To appropriate parties in connection with financial aid to a student;
 - To organizations conducting certain studies for or on behalf of the school;
 - To accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - To appropriate officials, including parents or emergency contacts of an eligible student, in cases of health and safety emergencies; and
 - To state and local authorities, within a juvenile justice system, pursuant to specific State law.

- ◆ Requests for educational records of a student are directed to the Office of the Registrar. Questions or concerns regarding FERPA compliance are directed to the Vice President of Student Services.