Family Educational Rights and Privacy Act - FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit a request form to the registrar that identifies the record(s) they wish to inspect. The registrar will arrange access and notify the student of the time and place where the records may be inspected. If the registrar does not maintain the records, the registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate 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 or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The student may place a statement in the record commenting on the contested information or stating why he or she disagrees with the information. Whenever the college subsequently discloses the record to which the statement relates, the statement will be included with the record.

3. 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. See “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, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Directory Information

The law provides that “Directory Information” may be released without the consent of the student. WNCC designates the following student information as Directory Information: The student’s full name, addresses, telephone numbers, e-mail addresses, photographic images, date and place of birth, major field of study, full- or part-time status, class (e.g., graduate, sophomore, freshman), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, anticipated date of graduation, degrees and
awards received, and the most recent previous educational agency or institution attended by the student.

Students may block disclosure of Directory Information by submitting a “Request to Prevent Disclosure of Directory Information” form (available from the Office of the Registrar) to the Office of the Registrar.

**Disclosure**

Education records and personally identifiable information obtained from those records may be disclosed without the student’s consent to school officials with legitimate educational interests. A school official is a person employed by WNCC in an administrative, supervisory, academic, research or staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, 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 his or her institutional duties.

Parents of dependent students (as defined by the Internal Revenue Code) may have access to student records. Parents need to complete a Parental Statement form during the autumn semester in each year of the student’s attendance, available from and to be submitted to the Office of the Registrar. Parents may be notified if a dependent student under 21 years of age is found responsible for a violation involving use or possession of alcohol or controlled substances or is placed on judicial probation or suspended or dismissed.

A student’s record may be released in compliance with a court order or subpoena. The Registrar or another official will make a reasonable effort to notify the student in advance of compliance. Student information may be released for health and emergency reasons.

**Requests**

Questions about these policies and procedures related to FERPA may be directed to the Office of the Registrar at 308-635-6012.