

Students Rights under the Family Education Rights & Privacy Act (FERPA)

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

These rights include:

- 1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access.**
Students should submit a written request that identify the record(s) they wish to inspect to the registrar, dean, head of the academic department, or other appropriate official, The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute's official to whom the request is submitted, then that official shall advise the student of the correct official to whom the request should be addressed.

- 2. The right to request the amendment of the student's education records that the student believes is inaccurate.**
Students may ask the Institute to amend a record that they believe is inaccurate. They should write to the Institutes' official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Institute decides not to amend the record as requested by the student, the Institute 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.

Note: FERPA is not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they feel a higher grade, or withdrawal, should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in students' education records and students' rights to verify that information.

- 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.**
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic, or support staff position; a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official

needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Owens Community 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**

For more information about FERPA, please visit the **Family Policy Compliance Office (FPCO)** website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>