

# THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In Accordance with FERPA regulations, the College has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by STC officials in the proper performance of duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders.

## Correction of Education Records

Students have the right to request education records to be corrected which they believe are inaccurate, misleading, or in violation of the privacy rights. The following are procedures for the correction of education records:

1. A student must ask the appropriate official of the College to amend a record. In so doing, the student should identify the party of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for dis-agreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
8. If the College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

## Students' Rights to File Complaints

Students have the right to file complaints concerning alleged failures by the College to comply with the requirements of the Act and the implementing regulation. Such complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

Students are encouraged to bring complaints regarding the implementation of College policy to the attention of the Campus Director.