

FERPA ANNUAL NOTIFICATION OF RIGHTS

Related Board of Trustees Policy: BP 3.7

OPR: Vice President for Students

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Previous Editions: none

FERPA ANNUAL NOTIFICATION OF RIGHTS

The College must annually notify eligible students in attendance of their rights under The Family Educational Rights and Privacy Act (FERPA) as required by law. The College notifies students via College e-mail during the Fall and Spring semesters to each student in attendance. This notification is documented in the *Registrar's Work Schedule*. The FERPA notification can also be accessed on the College's website. Students may obtain more detailed FERPA-related information by following a hyperlink on the page.

The College utilizes the notification template entitled, *US Department of Education's Model Notification of Rights under FERPA for Postsecondary Institutions*. The notification is reviewed annually for currency.

FERPA affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's education records within 45 calendar days after the College receives the request.

The student should submit to the College Registrar a written request that identifies the record(s) to be inspected. The Registrar will coordinate with the student for a time and location for the review. If the Registrar does not possess the requested documents, the Registrar advise the student, and coordinate the request with any other College office or employee that possesses it.

2. The right to request amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

The student should submit to the College Registrar a written request that identifies the record(s) to be amended, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Students may elect to release their PII to specified third-party individuals by completing College Form 3.7.1a. *Student Release of Information*. This release may be withdrawn at any time, using the same form.

As permitted by FERPA, the College may disclose certain education records without a student's prior written consent as follows:

- *For disclosure to school officials with legitimate educational interests,*
 - A school official is a person employed by Craven Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a member of the College's 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 professional responsibilities for the College.
- *On the student's application for financial aid,*
- *To submit proof of dependency,*
- *In response to a judicial order or subpoena,*
- *For a bona fide health or safety emergency,*
- *As information that has been requested by other agencies or schools in which the student seeks or intends to enroll or is already enrolled when the disclosure is related to the student's enrollment or transfer, and,*
- *Certain information the college has designated as "directory information" and is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed, unless the student specifically requests in writing that all such information not be made public without written consent.*
 - The College has designated the following as "Student Directory Information:"
 - Name
 - Participation in officially recognized, courses, programs, and other college activities
 - Address

- Telephone listing
 - Weight and height of athletic team members
 - Degrees, honors, and awards received
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Educational agencies or previous institutions attended
- Students have the right to withhold the disclosure of Directory Information unless the College receives written consent from the student. Students may request non-disclosure by completing College Form 3.7.1b, *Directory Information Non-Disclosure* and submitting it to the Registrar's Office.
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:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Associated Forms

- 3.7.1a. *Student Release of Information*
- 3.7.1b. *Directory Information Non-Disclosure*

Related/Useful links

- FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Annual Notification of Rights: www.cravencc.edu/ferpa



STUDENT RELEASE OF INFORMATION

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), Craven Community College is restricted in releasing student information without the consent of the student. It also provides the students a right to inspect his/her records and restrict the disclosure of those records. Further information about FERPA is available on the U.S. Department of Education FERPA website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

To learn more about FERPA at Craven Community College: <http://cravencc.edu/ferpa>

I authorize the administrative staff and faculty of the College to release information about my enrollment to the individual(s) listed below:

_____	_____
Name	Relationship

_____	_____
Name	Relationship

The disclosure may include, but is not limited to, my attendance, academic, disciplinary or employment records. **The person(s) requesting information pertaining to me must confirm their identify with a government issued ID and furnish my name, date of birth, and the five (5) digit pass-code recorded below.** I understand I am not required to release my educational records. I am giving my consent to the College to disclose these records. I also understand that this release remains in effect while I am a student at the college unless I rescind my consent in writing and deliver it to the Registrar's Office at Craven Community College. I understand I may rescind this authorization at any time.

THIS AUTHORIZATION PROVIDES ONLY FOR THE DISCLOSURE OF INFORMATION. THE PERSON(S) LISTED ABOVE MAY NOT TAKE ACTION ON MY BEHALF INCLUDING REQUESTING ENROLLMENT ACTIVITIES.

_____	_____
Name	Five (5) Digit Pass Code

_____	_____
Student Signature	Date

Notice to Rescind Authorization to Release Student Information

STOP releasing my enrollment information to the following individual(s):

_____	_____
Student Signature	Date

Admissions Office Use Only

Date Received/Processed: _____ Processed by: _____
Admission's Office Staff Signature



DIRECTORY INFORMATION NON-DISCLOSURE

Craven Community College, in compliance with the *Family Rights and Privacy Act of 1974*, as amended (FERPA), has designated the items listed below as public information, **Directory Information**, which it may release as regulated under FERPA. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed:

- Name
- Participation in officially recognized, courses, programs, and other college activities
- Address
- Telephone listing
- Weight and height of athletic team members
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Educational agencies or previous institutions attended

Under the provisions of FERPA, you have the right to withhold the disclosure of Directory Information. Please consider very carefully the consequences of any request by you to have this information withheld. Should you decide that Craven Community College block the release of your directory Information, any future requests for such information from a non-institutional person or organization will be refused. Also, your name will not be listed in College publications for deans' lists or other honors, as well as graduation programs. This request can be made at any time and will be honored by the College until you rescind it in writing.

Please note that the College will exclude your Directory Information from all future publications, and will not contact you regarding this exclusion. If you subsequently wish your Directory Information appear in College publications, you must rescind this non-disclosure request in writing.

I have carefully read the above and request that the College **not disclose** my **Directory Information** to noninstitutional persons or organizations without my prior written permission.

Print Name _____

ID # _____

Signature _____

Date _____

Authorization to Rescind Non-Disclosure Request

Student Signature

Date

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.
For more information on your privacy rights under FERPA see: <https://cravencc.edu/document/student-records-and-privacy-rights>

Registrar Use Only

Date Received/Processed: _____ Processed by: _____
Registrar's Office Staff Signature