

## **FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)**

### **Access**

The Family Education Rights and Privacy Act, "FERPA," (amended by S.J. Res. 40) gives students the opportunity to inspect their educational records and, if they wish, to challenge the content of their records. Parents of dependent students also have the right to inspect their children's records. The college presumes that parents of students who have not yet reached the age of 21 and who are currently attending the college claim the students as dependents for tax purposes.

Students at the college who are at least 18 years of age and who do not want their parents to have access to their cumulative records must so inform the registrar of the college and prove that they are not tax dependents of their parents.

If parents of current students or former students who are at least 18 years of age wish to inspect and review their children's cumulative records, they must prove to the registrar that they claim the students as dependents for federal income tax purposes. Parents or eligible students who wish to inspect and review cumulative records must submit requests in writing to the registrar of the college. When he/she receives written requests for review of the records from parents or students who have a right to inspect the records, the registrar schedules the review. The review date should be as early as possible but never later than 20 days after the request was made. The inspection and review are made in the Registrar's Office or at another designated location. A college official competent in interpreting student records is present to explain the implications of the records that are examined. Procedures on hearings to correct inaccuracies, disclosure to persons other than parents or students, and waiver of rights are on file in the Office of the Vice President of Student Development Services and the Registrar's Office.

The college may release student directory information upon request, unless students indicate to the Registrar's Office in writing that their information should not be released. Such information includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance at SCC, degrees and awards (including honor roll status), and most recent previous school attended. Academic and disciplinary records are not released without the written consent of students.