



The Family Educational Rights and Privacy Act (FERPA) gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others.

Generally, the College must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA (34 CFR §99.31) allows schools to release student information without the student's written consent if the disclosure is to:

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, diplomas/degrees, enrollment status, and dates of attendance. However, the student may specifically request in writing that such directory information not be disclosed.

Students who feel that their rights under the Act have been violated are entitled to request a hearing before a school official who has no direct interest in the outcome of such hearing in an effort to resolve the problem. A copy of the school's policy and procedure on "Rights of Student Privacy" is posted on the student bulletin board.