

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the 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 are inaccurate to misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decided not to amend the record as requested by the student, the Registrar 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.
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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on the 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 responsibility. \*Another exception that permits disclosure, without consent, is to protect the health or safety of students or other individuals. Education records may be released to appropriate law enforcement officials, public health officials and trained medical personnel, where there is an articulable and significant threat. Educational agencies must record the disclosure and to whom the information was disclosed within a reasonable time period of a threat. (\*U.S. Department of Educational Amendment, effective January 8, 2009)

The right to file complaints with the U.S. Department of Education alleged failures by Southeastern Illinois College to comply with the requirements of FERPA.

Adopted: May 19, 2009

Amended:

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