

Family Educational Rights and Privacy Act (FERPA) Notification Statement

The following notification statement is made available to students enrolled at Crowder College to apprise them of their rights concerning access and review of their educational records maintained at the College.

These rights afforded to students through the Family Educational Rights and Privacy Act (FERPA) are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Students should submit to the Records Office or Vice President of Student Affairs written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that 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 student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

They should write the clearly identified part of the record they want changed, and specify why it should be changed. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another College official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(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 are:

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

Students may withhold Directory Information by notifying the Records Office in writing within two weeks after the first day of the class term in which they enroll. In accordance with the Family Educational Rights and Privacy Act of 1974, Crowder College identifies the following items as directory information: Academic classification, Student current name, Campus or local address, Campus or local telephone number, Major fields of study, Student's permanent address, Current enrollment (verify or deny only), Dates of attendance at Crowder College, Degree(s) conferred, and date(s) of graduation, Date and place of birth, Most recent previous educational agency or institution attended, Participation in officially recognized activities and sports, Weight and height of members of athletic teams,

Student e-mail address.