

#### Family Education Rights and Privacy Act

3-18-2(1)

### Policy:

The Family Education 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 educational records within 45 days of the day NorthWest Arkansas Community College receives a request for access.

Students should submit to the Registrar 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 educational records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Enrollment Management and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. An appeal committee will review the request.

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 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 educational records, except to the extent that FERPA authorizes disclosure without consent.

Documents or information will be disclosed without consent of 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 or company with whom the College has contracted as an agent (such as an attorney, auditor, or collection agent); 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 or a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school, public or private, in which a student seeks or intends to enroll or to a school, public or private, in which NWACC has a legitimate partnership with.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NorthWest Arkansas Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Officer

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Properly identified representatives from federal, state, or local government agencies may be given the following information if expressly requested:

- verification of date and place of birth
- school or division of enrollment and class
- dates of enrollment
- degree(s) earned, date, major, honors received
- addresses and telephone numbers
- name and address of parent or guardian

Concerning release of further information, it should be noted that government investigative agencies as such have no inherent legal right to student files and records.



When additional information is requested, it normally shall be released only on written authorization from the student. If such authorization is not given, the information shall be released only by way of court order or subpoena.

Only those items determined by the institution to be matters of public record shall be released in response to telephone inquiries. Such items include:

- student's name
- date of birth
- major
- whether or not the student is currently enrolled
- school or division of enrollment and class
- dates of enrollment
- degree(s) earned, date, major, honors received

Legal Reference: Family Educational Rights and Privacy Acts of 1974,

Amended: Nov. 21, 1996

Revised: May, 2006

Revised: June, 2007



### Safeguarding Student Records

3-18-3(1)

Policy:

Security log on passwords are required for each employee of NorthWest Arkansas Community College to access student's electronic records.

Staff is in-serviced regarding the data that can be released to a third party.

Information that can be released to a third party, without the consent of the student, is listed in the College catalog.

All information requested for research purposes must be requested through the Office of Institutional Research and will be released only after college procedures have been followed.