

SUBJECT: Student Records and Privacy Rights (FERPA)	Effective Date: 07-01-11	Policy Number: 08-1-032
	Supersedes: Policy: Date:	Page Of
	Responsible Authority: Registrar	

I. Purpose and statement of operational policy underlying the procedure.

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) provides among other things that eligible students have the right to:

- inspect and review their education records;
- challenge the content of their education records, if they believe that they are misleading or inaccurate;
- have some control over the disclosure of information from the records;
- file with the United States Department of Education a complaint of alleged failure by institution to comply with the Act; and
- obtain a copy of the College’s student record policy.

II. Applicability/Scope

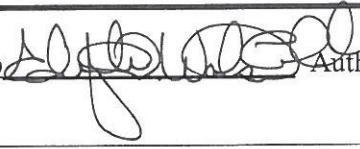
This policy applies to all students

III. Process for Implementing Procedure

See 2010-2011 Student Handbook, pages 4 & 5

Responsibility	Action	Timeline

IV. Related policies/References for more information

Authorizing Official: Edythe Cobb  Authorization Date: 10-6-11
Title: Dean of Students