



## Student Rights Under FERPA

This policy applies to all Butler County Community College students (former and current) who have attended classes resulting in education records maintained at the college. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their own education records. These rights include:

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.*

A student should submit to the Dean of Admissions and College Registrar or designee, a written request that identifies the record(s) the student wishes 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 the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

A student who wishes to ask the College to amend a record should write the Dean of Admissions and College Registrar or designee, clearly identifying the part of the record the student wants changed, and specifying why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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 provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

The College discloses education records without a student's prior written consent under the FERPA exception for 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); a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, collection agent, learning management system vendor (e.g., Colleague, Blackboard), or other contractor which has agreed to assume responsibility specifically for the security of student records in the capacity of a "school official"; a person serving on the Board of Trustees; or a student serving on an official committee, (e.g. 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 responsibilities for the College. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The month and year of date of birth will be disclosed only for purposes of law enforcement, health and safety, and identity verification. Finally, "directory information" may be released freely unless the student files the appropriate form requesting that directory information not be released. This form is available through the [Records and Registration Office](#).

"Directory Information" is limited to the following:

Student's name  
Address  
Telephone listing  
Electronic mail address  
Photograph  
Date of Birth  
Place of Birth  
Major field of study  
Grade level  
Enrollment status (e.g. undergraduate or graduate, full-time or part-time)  
Dates of attendance  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Degrees, honors, and awards received  
Most recent educational agency or institution attended

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Butler County Community College to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901