

## **FERPA-PRIVACY RIGHTS OF STUDENTS**

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provide under Section 438 of the General Education Provisions Act as amended. Warren County Community College will comply with all aspects of the FERPA law and regulations.

It is the policy of Warren County Community College to allow students access to certain records maintained by the College and to provide an opportunity to challenge the accuracy or appropriateness of such records.

### **PROVISIONS**

- I. Students enrolled at Warren County Community College have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect only that part of the material or document that relates to him or her.
- II. Since Warren County Community College is an institution of post-secondary education, the permission or consent required of, and the rights accorded to, parents of students who have not attained eighteen years of age shall only be required of, and accorded to, the student. This stipulation is applicable only to this policy relating to access .
- III. The Registrar of WCCC has the responsibility for maintenance of the educational record and other documents relative to the student's enrollment and academic progress.

### **EDUCATIONAL RECORD**

The term educational record includes only the following materials and documents:

- A. Applications for admission and re-admission
- B. High School transcripts or GED score reports
- C. College transcripts
- D. Registration and Drop/Add forms
- E. Placement test results and waiver forms
- F. College communications pertaining to academic matters
- G. Transcripts of academic grades and semester grade reports
- H. Letters of reference prepared by Warren County Community College
- I. Final grades
- J. Transcript evaluation for transfer credit
- K. Instructor referral forms
- L. Admissions decision sheets
- M. Copies of letters written by WCCC to a third-party confirming enrollment status
- N. Correspondence between the College and the student which directly pertains to matters of requisition, academic progress, grades or any other item of the educational record.

O. SAT and/or Accuplacer score reports

The above list is intended to describe what may be found in educational records. Not all documents pertain to all students, nor are all the documents described above required for all students. Many of the documents listed above may be stored in electronic format in lieu of paper copy.

The term educational record does not include the following:

- A. Financial records of parents or students.
- B. Confidential letters and statements placed in the student's file.
- C. Counseling or advising notes.
- D. Records of administrative and teaching faculty which are in the sole possession of the faculty and which are not accessible to or revealed to any other person except a substitute instructor.
- E. Confidential recommendations regarding admissions, honors and awards, or employment if the person has signed a waiver of his/her right to access this information. Such a waiver shall apply to recommendations only if:
  - 1. The statement is, upon request, notified of the names of all persons making confidential recommendations.
  - 2. Such recommendations are only used for the purpose intended.
- F. Medical records
- G. Disability records
- H. Disciplinary records

## **DIRECTORY INFORMATION**

Warren County Community College may release the following "directory" information on any student unless the student has designated that it should not be released without his/her prior consent. Such notification must be submitted by the student in writing to the Office of Student Services.

- A. Student Name
- B. Participation in recognized school activities
- C. Dates of attendance
- D. Degrees, Certificates, and awards received from WCCC

Nothing hereinabove shall limit the College from modifying the list of "directory information" in accordance with changes in federal or state guidelines.

Warren County Community College will not release the educational records or personally identifiable information of its students (other than directory information) without the written consent of the student to any party, except as permitted under federal law.

Students requesting that their directory information not be released must follow the procedures established by the Office of Student Services and contained in the Student Handbook.

## **STUDENT ACCESS TO THEIR OWN RECORDS**

Students may access their own records in accordance with procedures established by the Office of Student Services and published in the Student Handbook. In addition, students may obtain copies of any material or document contained in their educational record, except official copies of documents received from other institutions or agencies, such as high school or college transcripts. The cost for copies of educational records is as follows

1 to 10 pages .....	@ \$0.75 per
11 to 20 pages .....	@ \$0.50 per
20+ pages .....	@ \$0.25 per

Students will be required to pay the cost of special mail handling (e.g., overnight or registered mail)

Students may request explanations and interpretations of any portion(s) of their educational record through the procedures outlined in the student handbook. The College shall offer students an opportunity to make any corrections to their records and an opportunity for a hearing to challenge items in their student file.