


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure SS_101	
		Page 1 of 2	
		Last Revision Date: 12/15/14	
		Effective Date:	
Section		Subject	Title FERPA – Privacy Rights of Students

Louisiana Delta Community College is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA P.L. 93-380) as amended by P.L. 95-568. Only persons with a legal right in accordance with the law to access this information will be allowed to review student records. These records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with laws and regulations governing students' records.

ACCESS TO AND REVIEW OF STUDENT RECORDS

The FERPA affords students certain rights as follows:

1. The right to inspect and review the student's education records within 5 workdays from the day the College receives a written request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect; a reasonable processing fee may be imposed if copies have to be made. 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 if the student believes they are inaccurate or misleading. Students may not request explanatory notes be added to transcripts (e.g. poor performance reasons) for any purpose. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. 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 procedure 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 education records, 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 in an administrative, supervisory, academic or research or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or security or law enforcement personnel); a person serving on the Board of Supervisors; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting College officials in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibility. The College may also disclose records to officials of licensure/ certification /accreditation agencies. Upon request, the College may disclose education records without consent to officials of another College or University at which a student seeks or intends to enroll.

4. The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana Delta 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
600 Independence Avenue, SW
Washington, DC 20202-4605**

5. The College may release directory type information: name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities, awards received, degrees awarded, the most recent previous educational agency or institution attended, and photograph. A student who does not wish this information to be released must notify the Registrar in writing within two weeks after the first day of class.

FERPA ALLOWS RELEASE TO CERTAIN PARTIES UNDER CERTAIN CONDITIONS.