

Access to Student Information (FERPA)



A student at Allen Community College should be aware of legal rights under the Family Rights and Privacy Act of 1974, as amended (FERPA). By the knowledge and exercise of these rights a student may be certain that the College is providing fair and accurate information from records only to persons with a legitimate need and right to know, and that students have free access to records, as outlined in this policy. Regardless of the student's age, rights under FERPA begin when a student enrolls at Allen.

FERPA affords these rights to students:

- The right to inspect and review education records within 45 days of the day the college receives the request for access.
- The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of privacy rights under FERPA.
- 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 right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Reviewing Education Records

To review educational records, a student must submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and let the student know when and where they may inspect the records.

Amending Education Records

A student who wishes to amend a record must write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. The college official will notify the student in writing if the record will be amended or not. If the record is not amended, the College will provide the student information about appealing this decision to the Vice President for Academic Affairs or the Vice President for Student Affairs (depending on the type of record). The decision of the Vice President is final. This process does not apply to student grades. Please refer to the Academic Appeals policy for grade appeals.

Providing Consent to Disclose Information

Allen may disclose education records without prior written consent to school officials with legitimate educational interests under the FERPA exception for disclosure. 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. A school official is defined as:

- A person employed by the college in an administrative, supervisory, academic, research, or support staff position.
- A person or company with whom the college has contracted to provide a service instead of using college employees or officials, such as an attorney, auditor, or collection agent.
- A member of the Allen Community College Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.

Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The College will also comply with court orders or subpoena of student records as required by law.

Directory Information Notification

Allen has designated the following items as Directory Information and may disclose these items *without* students' written consent:

- Name
- Address
- Email addresses
- Telephone number
- Date of birth
- Dates of attendance including current enrollment
- Hours completed
- Programs of study and classification
- Degrees, certificates, and awards, including honor lists
- Previous educational institutions attended
- Participation in officially recognized activities and sports
- Photographs or videos taken for identification or in college publications
- Height/weight of student athletes

Students have the right to request to opt out of directory information while attending Allen. To do this, the student must submit a [**Request to Opt Out of Directory Information**](#) to the Registrar's Office. A student's request to remove their information from the directory will remain in effect until the student requests otherwise.

Allen Community College is legally prohibited from releasing any other information contained in a student's education file to anyone except the student. In order for other individuals to have access to educational files, financial aid information, or student accounts, the student must complete and return a [**Student Consent to Release of Information**](#) form.

Filing a FERPA Complaint

Complaints regarding a student's rights under FERPA should be sent to:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Ave., SW
Washington, DC 20202-5901