

SOUTHERN STATE COMMUNITY COLLEGE FERPA POLICY

The student's educational record is confidential and will only be disclosed at the written request of the student or alumnus or to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. The only information that may be released without the student's permission is name, dates of attendance, full-time or part-time enrollment status, honors and awards received, degree(s)/certificate(s) awarded, if any, address by county, street address, city of residence, participation in officially recognized sports and activities, and photograph. Photographs may be used for marketing, publicity, and newsworthy events. Directory information may be released without consent of the student unless the student has requested in writing that information designated as directory information not be disclosed. This request encompasses all directory information

Students may inspect and review their educational records by submitting a written request to the Registrar which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. The College reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents; (2) those records which are excluded from the FERPA determination of educational records.

Students who believe that their education records are inaccurate, misleading, or in violation of their privacy rights, may ask to have them corrected. Contact the Records Office for the proper procedure.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-5920 regarding an alleged violation under FERPA. Contact the Records Office for the proper procedure.

DEFINITIONS:

Student: Any person who attends or has attended Southern State Community College

Directory information: Information contained in an education record that generally is not considered harmful or an invasion of privacy if released.

Education Record: Any record (in handwriting, print, audio tape, video tape, film, computer media, microfilm, microfiche, or other medium) maintained by Southern State Community College or an agent of the college which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

PROCEDURE TO INSPECT EDUCATION RECORDS:

Students may inspect and review their education records upon request to the Registrar.

Students should submit to the Registrar a written request, which identifies as precisely as possible the record, or records, he or she wishes to inspect.

The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records, which relate to him or her.

DISCLOSURE OF EDUCATION RECORDS:

Southern State Community College will disclose information from a student's education records only with the written consent of the student.

Information may also be disclosed without the student's consent if the request fits within one of the following categories:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by Southern State Community College in an administrative, supervisory, academic, or support staff position.
- A person elected to the Board of Trustees
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
- A person or student serving on an official committee (i.e., disciplinary/grievance, scholarship) or assisting an official in her or her tasks (i.e., work study students).

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to the student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as counseling, health care, job placement, or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. The College will make a reasonable attempt to notify the student that information is being released.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Disclosure of directory information.

12. Disciplinary information (Warner Amendment): Disclosure to the alleged victim, information from disciplinary proceedings; only when found in violation, and only for crimes of violence—release of name, sanction and outcome (public information).
13. Disclosure to parents of any student under the age of 21, a violation of federal, state, local or institutional laws/regulations related to substance abuse (Foley Amendment).

DIRECTORY INFORMATION:

Southern State Community College has defined their directory information as follows:

- Name
- Dates of Attendance
- Honors and awards received
- Degree(s)/Certificate(s) awarded, if any
- Full-time or Part-time enrollment status
- Address by county
- Street Address
- City of residence
- Participation in officially recognized sports and activities
- Photograph

Directory information may be released without consent of the student, unless the student has requested in writing that directory information not be disclosed. If a student wishes to have directory information withheld, a completed form must be on file in the Records Office prior to the start of the most recent academic quarter.

COMPLAINT PROCEDURES:

Under Section 99.63, a parent or eligible student may file a written complaint with the Office regarding an alleged violation under FERPA. The Office's address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-5920

(Authority: 20 U.S.C. 1232g(g))

99.64 Complaint Procedures:

- (a) A complaint filed under 99.63 must contain specific allegations of fact giving reasonable cause to believe a violation of the Act or this part has occurred.
- (b) The Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of the Act or this part.
- (c) A timely complaint is defined as an allegation of a violation of the Act that is submitted to the Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.
- (d) The Office extends the time limit in this section if the complainant shows that he or she was prevented by circumstances beyond the complainant's control from submitting the matter within the time limit, or for other reasons considered sufficient by the Office.

(Authority: 20 U.S.C. 1232g(f))

Revised: 02/10/11