

## Annual Notice of Your Student FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their 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.**

Students should submit to the Registrar, written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the student believes is inaccurate.**

Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate. 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.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

There are exceptions that permit disclosure without consent, i.e., to school officials with legitimate educational interests, who need to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position.

The *Student Records and Privacy Rights - BP 3.7* is available in the Board of Trustees Policies at: <http://www.cravencc.edu/about/policies.cfm>.

- 4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Craven 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 20202-5920  
(800) 872-5327

## **Disclosure of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Craven Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Craven Community College, may disclose designated “directory information” without your written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Craven Community College to include this type of information from your education records in certain school publications. Examples include:

1. Academic honors or other recognition lists
2. Graduation programs
3. College promotional materials

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can be disclosed to other educational institutions such as colleges and universities, school lending agencies, or prospective employers, without your written consent. In addition, federal laws require colleges receiving assistance under the Solomon-Pombo Amendments to provide military recruiters, upon request, with student directory information such as – names, addresses and telephone listings.

Craven Community College has designated the following as directory information:

1. Name
2. Participation in officially recognized, courses, programs, and other college activities
3. Address
4. Telephone listing
5. Weight and height of athletic team members
6. Degrees, honors, and awards received
7. Date and place of birth
8. Major field of study
9. Dates of attendance
10. Educational agencies or previous institutions attended

If you do not want Craven Community College to disclose directory information from your education records without your prior written consent, you must complete and submit a ***Directory Information Non-Disclosure Form***

<http://www.cravencc.edu/about/departments/recreg.cfm#studentforms> to:

Registrar Office  
Craven Community College  
800 College Court  
New Bern, NC 28562