

## **502-01 STUDENT RECORDS—PROCEDURE**

### **1. PURPOSE**

To comply with the requirements of the Family Educational Rights and Privacy Act that affords certain rights to students concerning their educational rights in areas of access, release, and challenge of educational records, and where records are located.

### **2. PROCEDURE**

#### **1. Annual Notification**

In accordance with Section 99.7 of the Family Education Rights and Privacy Act (FERPA), CCC will provide students annual notification of their FERPA rights by the following methods by publication in the:

- a. Student Handbook
- b. Class Schedules
- c. College Catalog
- d. College Website

#### **2. Inspection of Education Records**

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

- a. Access must be given in forty-five (45) days or less from the date of receipt of the request.
- b. A student may inspect and review only the records that relate to him/her.

#### **3. Limitation on Right of Access**

Coconino Community College reserves the right to refuse to permit a student to inspect the following records:

- a. The financial statements of the student's parents.
- b. Letters and statements of recommendation for which the student has waived his /her right of access or that were maintained before January 1, 1975.
- c. Records connected with an application, including but not limited to admissions, student employment, etc. to CCC, or a component unit of CCC if that application was denied.
- d. Those records that are excluded from the FERPA definition of education records.

#### **4. Refusal to Provide Copies**

Coconino Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

- a. The student has an unpaid financial obligation to CCC.
- b. There is an unresolved disciplinary action against the student.
- c. The education record request is an exam or set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions.)

5. Fees for Copies of Records

Fees for copies shall be defined and updated annually in the Procedural Guidelines.

6. Types, Locations, and Custodians of Education Records

A list of the types of locations and custodians of records that CCC maintains shall be defined and updated annually by the Registrar and outlined in the Procedural Guidelines.

7. Disclosure of Education Records

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

Exception: An institution may release personally identifiable information from a student's education record without the student's written consent as required in Section 99.30 if the disclosure meets one or more of the conditions in Section 99.31 of the FERPA guidelines.

8. Electronic Disclosure

Coconino Community College will not release students' records (grades, disciplinary action results, etc.) through electronic media (e.g. e-mail), unless the student has submitted a written consent form to the appropriate office or individual.

9. Record of Requests for Disclosure

Coconino Community College designates the following items as directory information: student name, address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent, previous school attended, email address and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary, prior to or on the first day of classes, each semester. A new request for non-disclosure must be completed each semester.

10. Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights.

**3. BACKGROUND**

1. Reference: Family Educational Rights and Privacy Act (FERPA)
2. Revision history: 01/21/2003, 05/11/2011 (reformatted); 11/06/2015 Revised to reflect FERPA Annual Notification and Record of Requests for Disclosure.
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

**COCONINO COMMUNITY COLLEGE**