

TITLE: STUDENT RIGHTS OF PRIVACY AND ACCESS

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 22, 2011

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Luzerne County Community College complies with FERPA in the management of student education records by restricting the release of and access to those records.

Students have the right to inspect and review their education records in accordance with the Student Access to Education Records Procedure. Students may request that a record be amended if they believe information contained within their records is inaccurate or misleading. The decision to amend records is made by the Director of Enrollment Management. Students have the right to appeal decisions. Appeals will be reviewed and final decisions made by a committee consisting of a representative from Student Development, Academic Affairs and a faculty member. The committee will make its decision within fifteen business days. The decision of the committee will be final.

The College will not release information from a student's record (with the exception of directory information as explained below) unless given prior consent in writing by the student, with the following exceptions: 1) requests by College officials other than those charged with safeguarding the information when review of the record is required for the requestor to fulfill his or her professional responsibilities; 2) requests by parents of dependent students; 3) requests by accrediting organizations; 4) requests by appropriate federal, state and local authorities; 5) requests made for the purpose of health or safety emergencies; and 6) in response to subpoena or court order.

The College may disclose directory information without student consent. However, students may prevent the release of directory information by submitting a request in writing in accordance with the Student Education Records and Directory Information Access, Revisions and Release Limitations Request Procedure. The College does not promote the release of "directory information" but may do so in conducting college business.

Student directory information includes the following information:

- Student name, address, telephone listing
- E-mail address
- Date of birth
- Major field of student at Luzerne County Community College
- Participation in official recognized activities and sports
- Dates of attendance at Luzerne County Community College
- Degree and awards received
- Photographs
- Education institution most recently attended
- Full or part-time enrollment status
- Academic level (i.e. Freshman or Sophomore)

Students have the right to file a complaint concerning alleged failure by the College to comply with FERPA regulations and/or this policy in accordance with the Student Education Records and Directory Information Access, Revisions and Release Limitations Request Procedure.