

## **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA Wallace Community College**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) affords students certain rights with respect to their education records. They are as follows:

### **The right to inspect and review education records within 45 days of the day Wallace Community College receives a request for access.**

Students and former students may request to review records by going to the Admissions/Records Office (Enrollment Services in Grimsley Hall of the Wallace Campus in Dothan or in Student Services in Administration Building of the Sparks Campus in Eufaula) and presenting a valid photo identification card. Students may be requested to complete a Request to Review Education Records form if it is an inappropriate time to retrieve the record on short notice. Wallace Community College must provide the records for review within 45 days of receipt of request. Wallace Community College is not required to provide access to records of applicants for admission who are denied acceptance or who, if accepted, do not attend.

### **The right to request amendment of education records that students believe are inaccurate or misleading.**

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and must be submitted to the appropriate records custodian within one year of the term of the records in question. The records custodian must decide within a reasonable period of time as to whether corrective action is warranted and must provide written notification to the student and the Director of Enrollment Services/Registrar of any corrective action approved. Students who are not provided full resolution sought by their challenge must be referred to the Dean, Student Affairs and Sparks Campus, who will inform them of their right to a formal hearing. All requests for a formal hearing must be made in writing to the Dean, Student Affairs and Sparks Campus.

### **The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.**

Wallace Community College may disclose, without consent, "directory" information. The College has declared the following information to be "directory": name, address, telephone listing, date of birth, participation in officially recognized activities and sports, major field of study, weight and height of a member of an athletic team, dates of attendance, degrees and awards received, photographs, most recent educational institution attended, enrollment status, and e-mail address. Students have the right to request that the school refrain from disclosing directory information. A student can

complete a request to prevent disclosure of directory information form or by checking “yes” beside the following question on the Application for Admission: “Do you wish to sign a non-release of directory information?”

The following exceptions permit disclosure without consent:

- a. School officials with legitimate educational interest\*;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies;

\*Exception a. “School officials with legitimate educational interest” are those officials who are performing a task specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. Wallace Community College has determined that the following school officials have legitimate educational interests: counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, College attorneys, and students who serve on certain College committees.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wallace Community College to comply with the requirements of FERPA.**

Complaints regarding FERPA may be made with the following agency:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)  
*Revised Summer Semester 2010*