

# FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides students access to information about themselves, permits students to challenge such information about themselves and limits the release of such information about students without the student's explicit written consent.

LCCC is committed to this Act in its entirety. Procedural guidelines are available in appropriate College publications, and questions regarding procedures may be directed to the Registrar's Team.

## Definition of Education Record:

LCCC defines Education Records, with certain exemptions as listed below, as those records, files, documents, and other materials that contain information directly related to a student and are maintained by any employee or agent of the College.

The following categories of information are exempted and are not considered to be education records:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid and are not accessible or revealed to any person.
- Records created and maintained by campus security for law enforcement purposes.
- Records relating to individuals who are employed by the College, unless employment is contingent upon student status.
- Medical and counseling records are used solely in connection with the treatment of the student.
- Records created or received by the College after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student, alumni records.

## FERPA gives eligible students the following rights:

- The right to inspect and review their educational records within 45 days after the College receives a request for access.
- The right to request an amendment or correction to their educational record(s) if they believe something is inaccurate or misleading.
- The right to restrict disclosure of personally identifiable information contained in their educational records, unless otherwise authorized under FERPA.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirement of FERPA.

## Disclosure of Education Records

LCCC will disclose information from a student's educational records only with the written consent of the student, except for the following:

- To school officials who have a legitimate educational interest in the records.
- For purposes of this policy, a school official is a person employed by the Lorain County Community College in an administrative,

supervisory, academic, research or support staff position (including law enforcement unit personnel); a person serving on the board of trustees; or a student serving on an official committee with supervision. A school official may also include a volunteer or contact who performs a specific institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College concerning the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official only has access to educational records to the extent that, and only so long as, the official has a legitimate educational interest in the records.

- Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, service or benefit for the student, or maintaining the safety and security of the campus.
- To certain U.S. Department of Education officials, the comptroller general and state and local educational authorities in connection with certain state or federally-supported education programs.
- 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.
- If **required** by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the College.
- To accrediting organizations to carry out their functions.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.

## Directory Information

LCCC designates certain personally identifiable information contained within the student's education record as directory information so that the College may, at its discretion, disclose this information without a student's prior written consent. This information is the student's name, home address and telephone number, LCCC email address, major field of study, participation in officially recognized activities, and current enrollment status (including dates of attendance, full- or part-time, and withdrawal status). A student may restrict the publication and release of this directory information by filing a written request with the Records office or indicating through MyCampus.

In addition, the following information is always considered releasable: previous dates of attendance, degrees and awards received (to include honors), and previous educational agencies or institutions attended. Any questions regarding FERPA or student records should be directed to the Registrar.

## Record Retention Policy

LCCC retains the official academic record (transcript) of enrollment and credit earned at LCCC for 100 years after the student's last enrollment at LCCC. Three years following any term of enrollment, the student's transcript is the final, indisputable record of academic achievement.