



## **Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

They are:

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 Academic Dean written requests to identify the record(s) they wish to inspect. The Academic Dean 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 are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. 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 record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, faculty, academic or research, or support staff position. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If a student wishes to provide consent for disclosure to specific individuals, the student may do so by completing a FERPA waiver form. You may access the form here [FERPA Form](#) or from the campus. Once you have completed the form, please submit it to any of the deans or the Director of Financial Aid.
  
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Carolina Christian 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, 600 Independence Avenue, SW, Washington, DC 20202-4605.