

The Family Educational Rights and Privacy Act (FERPA), is a federal law which affords eligible students attending post-secondary institutions certain rights with respect to their education records.

An **“eligible student”** under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.

An **“Education Record”** is defined as a record that is directly related to a student and is maintained by Nassau Community College.

Students' FERPA rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit a written request to the Office of the Registrar that identifies the record(s) the student wishes to inspect. A College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the particular records are not maintained by the Office of the Registrar, the College official responding to the request shall advise the student of the correct Department and individual within the College to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write to the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the student has the right to file a complaint with the U.S. Department of Education, Office for Civil Rights, 400 ...

400 Maryland Avenue, SW
Washington, DC 20202

Additional information about the Family Educational Rights and Privacy Act may be obtained on the United States Department of Education website:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Permissible Disclosures

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Under FERPA regulations, the College may disclose Rgtuqpcmn{"Kf gpvkhhcdng"Kphqt o cvkqp"RKK+"htq o "uvwf gpvuø" education records **without** uvwf gpvuø consent in the following situations:

The College fkuenqugu"gf wecvkqp"tgeqtfu"y kv j qvw"uvwf gpvuø"r tkqt"y tkvvgp"eqpugpv"vq" ***school officials with legitimate educational interests***. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including Public Safety and Health Office personnel); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a College service provider who performs an institutional service or function for which the College would otherwise use its own employees, and who is under the direct control of the College with respect to the use and maintenance of uvwf gpvuø"PII from education records. A school official has a ðlegitimate educational interestö if the official needs to review an education record in order to carry out his or her professional responsibilities for the College.

Upon request, the College also discloses education records without v j g"uvwf gpvuø"consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled, cu"nqp i"cu"v j g"fkuenquwtg"ku"htq"v j g"rwtrqugu"tgncvgf"vq"v j g"uvwf gpvuø" transfer or enrollment in such institution.

Disclosure to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state/local educational authorities. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements related to those programs. These entities may make further disclosures of Personally Identifiable Information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

Disclosure to organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

Disclosure to accrediting organizations to carry out their accrediting functions.

Fkuenquwtg"ku"kp"eqppgevkqp"y kv j"cu"uvwf gpvuø"cr rnkcvkqp"htq."cpf"tgegrv"qh."hkpcpekcn"ckf, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of such aid.

Disclosure is to comply with a judicial order or lawfully issued subpoena.

Disclosure is to parents of dependent students, as defined by the Internal Revenue Code of 1986, Section 152. (While FERPA permits disclosure of records to parents of dependent students without student consent, it does not require such disclosure. The parent must provide

Vjg" o ckp"rwtrqug"qh"fguki pcvkpi "vjg"cdqxcg"kpht o cvkqp"cu"õfktgevqt{"õ"ku"vq"rgt o kv the College to include this information in certain publications, such as: listing your name on the graduation program, submitting your awards and accomplishments for publication in a local newspaper, or printing your name in a playbill should you participate in a theater production on campus. Requests by outside parties for Student Directory Kpht o cvkqp" yknn"dg"eqpukfgtgf"qp"cp"kpfxkfwcn"dcuku"d{"vjg" Tgi kvtctøu"Qhhkeg0" Vjg"Eqmg i g"vcmg" xgt{" seriously its responsibility to safeguard the privacy of our students. As such, the College does not release any directory information to individuals