

St. Louis Community College
Confidentiality of Student Records
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("**FERPA**") affords eligible students 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.) These rights include:

1. **The right to inspect and review the student's education records within 45 days after the day St. Louis Community College ("College") receives a request for access.** The appropriate department and school official shall make arrangements for access to these records and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. This is a list of official records and their locations: Advisement (Advising); Counseling (Counseling); Disciplinary (Student Affairs); Enrollment Records (Admissions/Registration); Financial Aid (Financial Aid); Placement (Career and Employment Services); Medical (Student Affairs); Security (College Police); Photo Identification Card (Campus Life).
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** For those students wishing to question the accuracy or appropriateness of their records, a form requesting a challenge is available in the Admissions/Registration office. This written request should identify the the part of the record the student wants changed, and specify why it should be changed. The form should be filed with the Vice President for Student Affairs. If the College decides not to amend the record as requested, the student shall be notified in writing, and an appeal of the decision may be made by the student to the Student Appellate Hearing Committee.
3. **The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The College discloses Directory information without the student's consent and includes the following: name, currently admitted and currently enrolled, class level, full or part-time enrollment, division, program of study, dates of enrollment, degrees received, height and weight for members of athletic teams, awards received, honors and college issued e-mail addresses. Requests to withhold release of Directory information should be received by the Admissions/Registration office on the first day of each term during which the student wishes the withholding to be effective.

In addition, the College discloses education records without a student's prior written consent under the FERPA exception for disclosure to 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 law enforcement personnel) and a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or Appellate committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities at the College.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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
400 Maryland Avenue, SW
Washington, DC 20202-8520

For more information about records and information that may or may not be disclosed and other information regarding the confidentiality of student records, please see Section G.11 of the College Administrative Procedures.