

Student's Right to Privacy:

Family Educational Rights and Privacy Act (FERPA) Annual Notice

Angeles College (AC) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by AC. The law requires that:

1. **The right to review and inspect education records.** Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through AC's Registrar's Office. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.

2. **The right to request an amendment of the education record.** Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.

3. **The right to provide written consent before personally identifiable information is disclosed, except FERPA authorizes disclosure without consent.** Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. AC is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by AC at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

AC is authorized to provide access of student records to AC officials and employees who have legitimate educational interests. These are persons who have responsibilities in AC academic, administrative, service or research functions.

A copy of AC's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of AC's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available in the front office).

4. The right to file a complaint. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation and specify the violation with enough detail to identify the referenced violation. 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, D.C. 20202-5920

For additional information regarding FERPA, please refer to [the U.S. Department of Education's FERPA guidance](#).