

YOUR PRIVACY RIGHTS

Family Educational Rights & Privacy Act (FERPA) of 1974

Directory Information:

In compliance with the Family Educational Rights and Privacy Act of 1974, El Paso County Community College District gives notice that directory information may be released to the general public without the written consent of the student. Directory information includes:

- Student name
- Student address
- EPCC student email address
- Telephone listing
- Dates of attendance
- Major field of study, awards, and degrees received
- Most recent/previous institution attended
- Date of birth
- Participation in officially recognized activities/sports
- Weight and height (for members of athletic teams)
- Academic level
- Enrollment status

Students currently enrolled may request that their directory information be withheld from the public by filing a written request at the Admissions and Registration Office. Such a request will remain in effect until the student authorizes its removal in writing.

Release of any additional information pertaining to student records must be authorized, in writing, by the student, except as authorized under the law. Students have a right to inspect, review, request copies of, and challenge the contents of their educational records. A fee will be charged for copies provided.

The Registrar's Office is the repository of all students' educational records and will supply students with information related to their educational records and refer those students requiring additional assistance to the proper College official or office.



Records and the Annual FERPA Notification to Students:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

(1) The right to inspect and review the educational records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, or other appropriate official written requests that identify the record(s) they wish to inspect. Access to the educational records of a student who is or has been in attendance at EPCC shall be granted to the student.

The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the educational 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 to 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. Additional

information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the educational records, 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, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 responsibility.

(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
600 Independence Avenue, SW
Washington, DC 20202-4605