



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FJ-1 Release of Educational Records by the Student

APPROVED: July 7, 1981 **REVISED:** May 10, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: FJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, in the review and release of education records.

PROCEDURE:

I. Access by the Student

Students have the right to review their academic record within 45 days of requesting access. Written requests must be submitted to the Office of Admissions and Registration. A photo identification must be presented at the time of review.

II. Access by Third Party

A. Third party access to the record or to copies of the documents therein will be permitted with the expressed, written consent of the student.

B. Under certain circumstances, FERPA allows access to records by third parties without student consent.

III. Records not Accessed

A. Records containing other students' information will have that information removed/blocked prior to student review of the record.

B. The Office of Admissions and Registration will not provide copies of transcripts from high schools and other colleges. The student must request official copies from those respective institutions.

IV. Payment

A processing fee for the retrieval and reproduction of files from the El Paso County Community College District Student Educational Records will be charged.