

## Student Rights Under the Family Educational Rights and Privacy Act of 1974

**Greenfield Community College (GCC)**, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), its subsequent amendments and pursuant regulations, has established this policy to inform students of their rights under this Act and to enumerate its basic provisions. The purpose of the Act is to protect the confidentiality of student education records and to allow students access to their own education records. Students are informed of their rights under this Act through the College Catalog and annually via student's GCC email accounts.

### **Right to Inspect and Review Education Records**

Pursuant to the Act, Greenfield Community College permits students to inspect and review their education records filed after January 1, 1975. Students will be denied access to recommendations written since January 1, 1975, if they have waived their right to examine them. Requests must be made in writing, satisfactory identification must accompany such requests. All written requests will be honored within 45 days of the receiving a written request.

The following list identifies the types and locations of the education records which students may request to review and inspect.

<b><u>Type</u></b>	<b><u>Office</u></b>	<b><u>Responsible Official</u></b>
Academic	Office of the Registrar	Registrar
Financial	Bursar/Billing Office	Chief Financial Officer
Financial Aid	Financial Aid Office	Financial Aid Director
Veterans	Educational Support	Veterans Affairs Certifying Official

### **Correction of Education Records**

Students may request that the College amend the content of their education records on the grounds that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Such requests must be directed in writing to the official responsible for maintaining the specific education records. The official will determine whether or not to amend the education records within a reasonable period of time of the request and notify the student of the decision. If the official denies the request to amend, the student will be advised of the right to a hearing to appeal the decision.

### **Disclosure of Personally Identifiable Information**

Greenfield Community College will not disclose personally identifiable information from the education records of a student, except as permitted and/or required pursuant to the Act and applicable regulations. Personally identifiable information may be disclosed to College officials, including faculty and staff, who have a legitimate educational interest in the record, as well as government agencies and other parties as permitted within the Act, without the prior written consent of the student. Additionally, information is released for military recruiting per the Solomon Amendment.

In compliance with the Act, the College designates certain categories of personally identifiable information as "directory information" which may be disclosed by the College without the prior written consent of students. The categories of directory information which may be disclosed are the student's:

- a. Student's Name
- b. Student's Major
- c. Dates of Attendance
- d. Graduation Date(s)
- e. Honors Conferred
- f. Town/State

Any student may request that the College not disclose the above personally identifiable information identified as directory information without the student's prior written consent. The student must notify the Office of the Registrar in writing by filling out a Directory Information Non-Disclosure Request form available online at [gcc.mass.edu/registrar/forms](http://gcc.mass.edu/registrar/forms) or by submitting a signed letter requesting non-disclosure. All requests for non-disclosure stay in effect until revoked, in writing, by the student. Please note: completing a Directory Information Non-Disclosure Request form restricts disclosure of directory information to any party other than the exceptions allowable under FERPA, including the inclusion of a student's name on public graduation lists and honors notifications.

### **Complaint Procedure**

A student who believes that the College has violated rights accorded to him/her by the Family Educational Rights and Privacy Act of 1974, as amended, and pursuant regulations may submit a complaint in writing to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

The Office will notify the student that the complaint has been received. The notification to the College will include the substance of the alleged violation and the College will be given an opportunity to submit a written response. The Office will investigate the complaint and provide written notification of its findings to the student and the College