

STUDENT RECORD PRIVACY (FERPA) POLICY

Division: Student Affairs

Policy Statement

Terra State Community College (TSCC) is committed to protecting the education records of students, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA sets forth requirements designed to protect the privacy of student education records. TSCC adheres to the Family Educational Rights and Privacy Act of 1974 which governs the release of and access to student education records. FERPA affords students the right to have access to their education records, the right to seek to have their records amended, and the right to have some control over the disclosure of personally-identifiable information from their education records. In accordance with FERPA, TSCC has set the following definitions and policies regarding the release of student education records.

Policy Details

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- **The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.** Students should submit to the TSCC registrar, dean, head of the academic department or other appropriate TSCC official, written requests that identify the record(s) they wish to inspect. The TSCC 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 TSCC official to whom the request was submitted, the official shall advise the student of the correct TSCC official to whom the request should be addressed.
- **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask TSCC to amend a record that they believe is inaccurate or misleading. They should write the TSCC official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If TSCC decides not to amend the record as requested by the student, TSCC 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.
- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** TSCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to TSCC officials with legitimate educational interests. A TSCC official is a person employed by TSCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A TSCC official also may include a volunteer or contractor outside of TSCC who performs an institutional service or function for which TSCC would otherwise use its own employees and who is under the direct control of TSCC 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 TSCC official in performing his or her tasks. A TSCC official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for TSCC. Upon request, TSCC discloses education records, without a student's consent, to

officials of another school, in which a student seeks or intends to enroll. In addition, TSCC discloses education records, without a student's consent, to: specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of TSCC; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

- **The right of nondisclosure of designated directory/public information.** TSCC has designated the following items as directory/public information that may be released to the public without the student's consent: student's name; residence hall, mailing, and home addresses; local or landline, cell (if designated as public), and permanent telephone numbers; TSCC email address; current major program(s); participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of enrollment at TSCC; degrees and awards received from TSCC, including dates and major programs; previous educational agencies or institutions attended by the student; student's "also known as" (AKA) name; student standing and degree level (1st year undergraduate, 2nd year undergraduate, etc.); enrollment status (full time, etc.), including total hours enrolled by term; primary advisor; expected graduation date; current college and campus; residency status (Ohio resident, out-of-state student); admission status (new, continuing, etc.); record hold(s); photographs; and deceased status. Students who do not want their directory/public information released to third parties or students can update their status in [Banner Self-Service](#). *Please note that if the release is set to "Please restrict my directory information," your student name will not be included in newspaper articles for Dean's List or for graduation, including the commencement program.*

Procedures

Release of Student Record Information

Students may release their personally-identifiable information to others through the FERPA Release form located in Banner Self-Service under the Student tab, Student Account, FERPA consent. Specific information must be selected which may include transcripts, financial/billing, attendance, grades, honors, and GPA. The name and address of the person to receive the information and the purpose for releasing this information must be entered on the form. The FERPA Release is only applicable through the end of the current calendar year, or until the student set expiration date. This release date may be adjusted through the academic year by using Banner Self-Service.

Resources

Filing a Complaint

Please go to <https://studentprivacy.ed.gov/file-a-complaint> and click "FERPA Complaint Form" below to access the complaint form. Once you have completed the form, you may either e-mail it to SPPO at FERPA.Complaints@ed.gov, or mail it to the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

- FERPA: 20 U.S.C. § 1232g; 34 CFR Part 99
- US Department of Education FERPA Information: <https://www2.ed.gov/ferpa>
- Directory Hold/Release: SSB → Student → Student Profile → Directory Information/Release Status link
- FERPA One-Time Release Form – Available at TSCC's Sharepoint → Records → Forms – Fillable or can be sent through DocuSign.

Documentation
NA

Definitions

Term Definition

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| <i>Custodian</i> | Individual or unit that maintains any student-identifiable records. |
| <i>Directory Information</i> | Term defined under FERPA; which allows certain information about students to be published or released by the institution without consent of the student. |
| <i>Education Records</i> | (A) The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials that contain information directly related to a student, and are maintained by any employee or contractual agent of the university. (B) The following categories of information are exempted and are not considered to be "education records:" 1) Records made by university personnel that are in the sole possession of the maker and are not routinely accessible or revealed to any other person. 2) Records created and maintained by the Office of Public Safety for law enforcement purposes. 3) Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.) 4) Post-enrollment records related to a former student that do not pertain to an individual's previous attendance (alumni records). Records that pertain to an individual's previous attendance as a student, regardless of when they were created or received by the institution, are education records |
| <i>FERPA</i> | F amily E ducational R ights and P rivacy A ct of 1974. Federal law governing access to records maintained by educational institutions and the release of information from those records. FERPA requires the institution to send a notice to enrolled students annually. |
| <i>PII</i> | P ersonally I dentifiable I nformation. Information that can be used to identify an individual, either alone or when combined with other information that is linked or linkable to a specific individual. |
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Approval History

| <i>Date</i> | <i>Policy/Procedure or Entire Document</i> | <i>Notes (Types of Actions)</i> | <i>**Approved by</i> |
|-------------|--------------------------------------------|-----------------------------------------|-----------------------------|
| 2005 | Entire Document | Issued | |
| 3/14/2022 | Entire Document | On new Template | |
| 3/31/2022 | Entire Document | CASA and OAG Office – Education Section | |
| 6/30/2023 | Entire Document | Transferred to template | Eric Steinberger, Registrar |

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2005

Next Review Date: 3/31/2025