

## FERPA

### Family Educational Rights and Privacy Act (1974)

Eligible Students are those students who have reached the age of 18 or are attending an institution of post-secondary education. These students have the right to confidentiality of educational records unless waived by the student.

Exceptions: Parents of a student who have established that student's status as a dependent according to the IRS Code of 1954 may have access to students records without the students consent - Refer parent to Admissions and Records Office.

Unless a student has a restriction on their record, Directory Information at San Antonio College include student's name, and place of birth, major fields of study, degrees and awards, dates of attendance. Institutions must:

- inform students of categories designated as Directory Information.
- give students the opportunity to refuse disclosure of any or all categories.
- give students a reasonable period of time in which to state such refusals in writing.

Information that may not be released include:

- |   |                   |
|---|-------------------|
| Grade   | Date of Birth     |
| Test Scores   | Address           |
| Social Security Number  | Telephone Numbers |
| Location of student's classes (refer person to campus police) |                   |

Institutions may disclose education records without written consent of students to the following:

- Personnel within the institution determined by the institution to have legitimate educational interest\*
- Officials of other institutions in which the student seeks to enroll
- Persons or organizations providing state or federal financial aid
- Parents of dependent students
- Judicial Order or subpoena

Students always have a right to inspect their record. Students who believe that their education records contain inaccurate information may request the Registrar to investigate. If the decision is not in favor of the student, a formal hearing with the Dean of Student Affairs may be requested in writing. Dean's decision is final.

\*Access to a students record must be for legitimate educational/record keeping reasons .