

	Family Educational Rights and Privacy Act (FERPA)	
Student Services 305	Student Services Policy & Procedure TBD	Page 1 of 2

1.0 Objective

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 24CFR Part 99, affords students and Columbia Basin College (hereinafter referred to as “the College”) certain rights with respect to education records. The College protects the rights of students in their education records, which include any personally identifiable information maintained about a student by the College, such as academic, disciplinary and administrative records.

This policy establishes compliance with state and federal law governing student education records.

2.0 Definitions

- 2.1 Directory Information includes means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- 2.2 Education Records include any record maintained by the College that is directly related to a student.

3.0 The Rights of the Student

- 3.1 To inspect and review their education records within 45 days of the day the College receives a request for access.
- 3.2 To request the amendment of their education records, when the student believes the information contained within is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- 3.3 To consent to disclosures of personally identifiable information (not directory information), except to the extent that FERPA authorizes disclosure without consent.
- 3.4 To file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920

4.0 The Rights of the College

- 4.1 To release directory information without student consent.
- 4.2 Educational records may be released by the College without student consent to the following:
 - 4.2.1 School Officials with legitimate educational interests;
 - 4.2.2 Other schools to which a student is transferring;
 - 4.2.3 Specified officials for audit or evaluation purposes;
 - 4.2.4 Appropriate Parties in connection with financial aid to a student;
 - 4.2.5 Organizations conducting certain studies or on behalf of the school;
 - 4.2.6 Accrediting organizations;
 - 4.2.7 To comply with a judicial order or lawfully issued subpoena;
 - 4.2.8 Appropriate officials in cases of health and safety emergencies; and
 - 4.2.9 State and local authorities, within a juvenile justice system, pursuant to specific State law.

5.0 Contacts

- 5.1 Student Records, H Building, 509-542-4524, ext.2524
- 5.2 Assistant Vice President for Enrollment and Registrar, 509-542-4832, ext. 2232
- 5.3 Vice President for Student Services, 509-542-4761, ext. 2761