

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by "State College" to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
600 Independence Ave SW
Washington, DC 20202-4605

North Seattle Community College, as part of the Seattle Community College District, defines student directory information as:

- Student's name
- Enrollment status in the college
- Date(s) of enrollment
- Area of study
- Awards granted by the college activities,
- height/height of athletic team members,
- email address(es)

Students may request that the college not release directory information by notifying the Registrar's Office each quarter.

Exceptions

Some exceptions to the directory-information-only restrictions are:

- Judicial subpoena of records, upon condition that the college makes a reasonable effort to notify the student in advance of release of records;
- Emergency situations, if knowledge of personnel information is necessary to protect the health or safety of a student or other person(s).

Additional Information

For more information regarding student rights, see the *Seattle Community College 2004-2006 Catalog*, page 28 or contact the Registrar's Office in CC 2449A.

North Seattle Community College
Registration & Admissions
9600 College Way North
Seattle, WA 98103-3599

www.northseattle.edu



9/04

The Family Educational Rights and Privacy Act (FERPA)

Notification of Rights



Preface

The Family Education Rights and Privacy Act (FERPA) of 1974 as amended in November of 1996 by the Improving America's School Act of 1994 is designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds from the US Department of Education. Information about North Seattle Community College students is collected, maintained, and used for the purpose of meeting the college's educational objectives. Students are protected against improper disclosure of their records.

This Federal law affords students certain rights with respect to their educational records. They are as follows:

1) 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 registrar, dean, head of the academic department, or other appropriate official, written requests that identify the records(s) they wish to inspect. The College 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 College

official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the records they want changed, and specify why it is inaccurate and misleading. If the College decided not to amend the records as requested by the student, the College 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.

3) 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 with consent.

One exception, which permits disclosures without consent, is disclosure to school officials with

legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials or another school in which a student seeks or intends to enroll.

North Seattle Community College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.

**For more information including accommodations for people with special needs, call (206) 527-3697.
www.northseattle.edu**