

**TITLE: STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, ensures confidentiality of educational records, prescribes conditions under which information about students can be released and defines general record-keeping requirements that the institution must maintain to ensure accuracy and access of student educational data.

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended the college, and deceased students do not fall under FERPA guidelines.

FERPA affords students certain rights with respect to their educational records. These rights include:

- **The right to inspect and review the student's educational records within 45 days of the date the College receives a request for access.** The eligible student should submit a written request to the Vice President of Student Services and identify the record(s) the student wishes to inspect. The College official will make arrangements for access and will notify the student of the time/place where the record(s) may be inspected.
- **The right to request amendment of any portion of the student's education record that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides to not amend the record as requested, the college will notify the student in writing of the decision and the student's 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 record, except to the extent that FERPA authorizes disclosure without consent.** The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor or collection agent); 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 responsibilities for the College.

- **The right to request that any or all of a student's directory information not be released by Gogebic Community College.** GCC may disclose information on a student without violating FERPA if it has designated that information as Directory Information. A student may contact the Registrar with a written and signed notice not later than 2 weeks after the first day of a semester to withhold the release of any directory information you specify. When this request is made, a notation will be flagged in the GCC Student Information System and every reasonable effort will be made to safeguard the confidentiality of such information. In addition, once this request has been made, the college will not provide employment (or other) information for the student. If the student wishes for this information to be released, s/he will be required to submit written authorization, with proof of identity, to the college Registrar prior to releasing information. **It is Gogebic Community College's position not to publish a student directory.**

The following information has been classified as Directory Information by GCC and may be disclosed without a student's written authorization:

- Student's name
  - Address
  - Telephone number
  - Dates of attendance
  - Fields of study
  - Number of credit hours enrolled
  - Grade level
  - Degrees awarded and dates of degrees
  - Awards and honors
  - Photograph/likeness
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Gogebic Community College to comply with the requirements of FERPA, contact:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Independence Avenue, S.W.  
Washington, D.C. 20202-5901

For additional information, technical assistance, questions, concerns, or should a student wish to file a complaint with Gogebic Community College, a student may contact:

Vice President of Student Services Office  
Room T108  
(906) 932-4231 (ext: 212)

Gogebic Community College offers students the option to keep all directory information confidential. However, please be advised that doing so will make this important information unavailable to all, including prospective employers, credit agencies, and others to whom you may want this information known. Thus it is recommended that students carefully consider whether personal privacy concerns outweigh the potential inconvenience of having directory information withheld.

Revised: 7/26/18, 3/19/2020