

3357:13-17-50 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Your rights under FERPA are:

- 1) You have the right to inspect and review your educational records within 45 days of the day the College receives a request for access.
 - *Students should submit requests that identify the record(s) they wish to inspect to the Registrar. The Registrar will make arrangement for access and notify the students of the time and place where the records may be inspected. If the requested records are not maintained in the Student Records Office then the student shall be advised of the correct official to whom the request should be addressed.*

- 2) You have the right to request the amendment of any part of your educational record that you believe is inaccurate or misleading.
 - *Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify how it is inaccurate or misleading.*
 - *If the College decides not to amend the record 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) You have the right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
 - *One exception which permits disclosure without consent is 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 (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 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 responsibility.*

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Additional questions or comments regarding FERPA or FERPA compliance should be directed to Mark Monnes, Registrar, North Central State College, (419) 755-4824.

Effective: January 4, 2012

Expires: January 1, 2017

Review Dates: 12/12/96, 12/20/01, 1/4/07, 1/4/12

CFO (Business Office)