



# Operating Standard

**Title:** Access to Student Records (FERPA)

**Number:** A3100.20

**Type:** Administrative

**Responsible:** VPSA

**Related Policies:** A3100

**Linked Operating Standards:**

**Related Laws:** Family Educational Rights & Privacy Act

**Related External Standards:** [studentprivacy.ed.gov](http://studentprivacy.ed.gov)

**HLC Criterion:**

## **Statement**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Shawnee Community College is committed to maintaining the confidentiality of student information and ensuring students have access to their records.

The Registrar's office will inform students annually through an electronic notice to the students SCC email accounts. FERPA rights will be outlined in the Student Handbook and SCC website.

## **Definitions:**

1. **Education Records:** Any record maintained by the institution that is directly related to a student and is maintained by the institution or a party acting on behalf of the institution. This includes grades, transcripts, class lists, student schedules, and other similar records.
2. **Personally Identifiable Information (PII):** Information that can be used to identify a student, such as name, address, social security number, student ID number, and other identifying information.
3. **Directory Information:** Includes a student's name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, participation in clubs and organizations, degrees awarded.

## **FERPA-Defined Student Rights & Responsibilities:**

1. **Right to Inspect and Review:** Students have the right to inspect and review their education records within 45 days of submitting a request.
2. **Right to Request Amendment:** Students have the right to request the amendment of their education records if they believe them to be inaccurate or misleading.
3. **Right to Consent to Disclosures:** Students have the right to approve who can access their educational records. If a student wants to give someone else permission to view their records, they must fill out the "Authorization to Release Information" form and submit it to the Registrar's office. The release

will be active for two years. However, there are certain, uncommon situations where the law (FERPA) allows disclosure of records without the student's consent.

4. **Right to File a Complaint:** Students have the right to file a complaint with the U.S. Department of Education if they believe their rights have been violated.
5. **Right to Opt Out of Directory Information:** Shawnee Community College may release "directory information" without student consent unless the student has opted out. Students may choose to opt out of the release of directory information. The student must complete the "Request to Restrict Information" form in the Registrar's office within two weeks after the first day of class for the semester. Once opted out, directory information will not be released to any third parties unless the student provides written consent.

FERPA Confidentiality:

Shawnee Community College shall ensure that only authorized personnel have access to education records. Access to records is granted based on the "legitimate educational interest" of the requester. All faculty and staff who have access to education records will receive FERPA training to understand their responsibilities regarding privacy and confidentiality.

Change Log		Governance Unit: Student Affairs Council
Date	Description of Change	
2.7.25	Formerly A3100.100, A3100.115, and A3100.120	
4.24.25	Approved in Executive Council	