

**STATEMENT OF STUDENT/PARENTS' RIGHTS AS RELATED
TO STUDENT EDUCATIONAL RECORDS
(FERPA)**

Northeast Community College complies with all federal, state, and local laws, which relate to student records including the Family Educational Rights and Privacy Act (FERPA) and pursuant regulations. The College Registrar through the Vice President of Student Services is responsible for maintaining and controlling all student educational records. An individual who believes that the College has failed to comply with the requirements of FERPA may file a complaint with the:

U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-1605

Under the law, directory information may be released by the College without the student's consent. The following items are considered directory information: student's name, address, telephone number, email address, major field of study, participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, honors and awards received, degrees and awards, photographs and the most recent previous institution attended by the student. If a student does not desire such directory information to be released, a request in writing must be filed each semester with the Vice President of Student Services.

Release of information other than directory information normally requires written permission from the student. The College may release non-directory information without consent in specific cases as outlined in College policies. Northeast maintains a record of all disclosures, and if a student so requests, a copy of the disclosure will be given to the student.

Students have the right to inspect their educational records. The College will not withhold a student's record from a student who has properly requested information under the conditions described in College policies and presented valid identification. A student has the right to request an amendment of their record, obtain a hearing related to their record, or add statement to their record. An individual who believes that he or she has been denied the right to view appropriate records may appeal the decision with the Vice President of Student services through the student grievance procedure.

For additional information regarding students' rights and freedoms, refer to the Student Code of Conduct section of the Student Handbook, available in the Student Services office. To obtain a complete copy of the College's policy governing educational records, contact the Vice President of Student Services.

Northeast Community College may partner with a third party to report attendance and graduation information for the process of loan deferrals and employment.