



INSTITUTIONAL POLICY ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

NWLTC Campuses accord all the rights under the law to students who are declared independent of their parents. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to some personnel with the institution, to officials of other institutions of which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for financial support (e. g., Income Tax Form 1040, etc.). All these exceptions are permitted under the Act. Within the technical college community, only those members, individually or collectively, acting in the students' educational interest is allowed access to student education records. These members include personnel in the Administrative Office, the Student Services Office, the Financial Aid Office, the Accounting Office, academic department heads, and academic advisors. At its discretion the Technical College may provide directory information in accordance with the provisions of the Act. Directory information at the technical college includes: student name, address, telephone number, date of birth, major field of study, dates of attendance, degrees received, academic awards and honors, and the most recent previous education agency or institution attended by the student. Directory information on currently enrolled and not currently enrolled students will be disclosed in the Student Services Office. Directory information for students not currently enrolled consists of student name, home address, and date of birth, dates of attendance, degrees received, and the most recent previous educational institution attended. Students may withhold Directory information by filing an official request for non-disclosure form in writing within the first week of classes. Forms for this purpose may be obtained from the Student Services Office.

Requests for non-disclosure will be honored by the technical college. Authorization to withhold Directory information must be filled in the Administrative Office. The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if

they feel the decisions of the hearing panels to be unacceptable. The following officials at the NWLTC have been designated to coordinate the inspection and review of student education records: the Campus Dean, the Director of Student Services and appropriate academic department head. Students wishing to review their education records must make written requests to the Director of Student Services, listing the item or items of interest. Only records covered by the Act will be made available, as soon as possible but always within forty-five days of the request. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived in writing their rights to inspect and review; or education records containing information about more than one student, in which case, NWLTC will permit access only to that part of the record which pertains to the inquiring student. NWLTC is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected. Students may have copies made of their records with the exceptions (e. g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Any student who believes that his/her education records contain information that is inaccurate or misleading, or are otherwise in violation of his/her privacy or other rights may discuss his/her problems informally with the Director of Student Services or respective Department Head. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and why. The student will then be informed of his/her right to appeal to the next higher a formal hearing. Student requests for a formal hearing must be made in writing to the Campus Dean. The Campus Dean will adjudicate the challenges.

The decision of the hearing will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. If the decisions are in favor of the students, the education records will be corrected or amended on accordance with the decisions of the Campus Dean. If the decisions are unsatisfactory to the students, the students may place with the educations records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, or believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20202 concerning the alleged failure of the technical college to comply with the Act. Revisions and clarifications will be published as experience with the law and the technical college's policy warrants.