

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

(1) The right to inspect and review the student's education records within 45 days of the day Arapahoe Community College (ACC) receives a request for access.

A student should submit to the Office of Admissions and Records, a written request that identifies the record(s) the student wishes to inspect. The Director of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Admissions and Records, they shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask ACC to amend a record should write the ACC official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If ACC decides not to amend the record as requested, ACC 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.

(3) The right to provide written consent before ACC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

ACC 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 (including law enforcement unit personnel and health staff); 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.

Upon request, ACC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Colorado Community College System considers the following to be directory information and ACC staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing:

- Student name
- Student participation in officially recognized activities and sports
- Student date of birth
- Student major field of study
- Dates of student attendance
- Degrees / certificates student has earned
- Most recent educational institution attended by the student

Additionally, student names may be released for graduation listings and lists of special awards, honors and events released to the news media.

All other information contained in your records is considered private and not open to the public without your written consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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, DC 20202-5901