

PRIVACY RIGHTS
Notification of Rights under FERPA
for Students Attending
Garden City Community College (GCCC)

The Family Educational Rights and Privacy Act (FERPA) of 1974 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 GCCC receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask GCCC 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 why it is inaccurate or misleading. If GCCC decides not to amend the record as requested by the student, GCCC 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. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, providing no personally identifiable information about the student is made public. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by GCCC 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 GCCC 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. Other exceptions include: The Comptroller General of the United States, the United States Department of Education Secretary, the administrative head of the education agency, or the educational authorities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GCCC 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
600 Independence Avenue, S.W.
Washington, DC 20202-4605

5. FERPA permits institutions to identify certain items of information as "Directory Information". This information may be released upon request unless the student, during the first 10 days of the semester, has indicated, in writing to the Registrar, that he or she does not wish this information released. GCCC identifies directory information on each student as the following:

1. Name
2. Address
3. Telephone Listing
4. Electronic Mail Address (E-mail)
5. Date and Place of Birth
6. Major Field of Study
7. Classification
8. Participation in Officially Recognized College Activities
9. Sports – Height and Weight of Athletic Team Members
10. Dates of Attendance
11. Degrees or Certificates Earned
12. Awards/Honors Received
13. Most Recent Previous Educational Institution Attended
14. Photograph