



What are my rights under FERPA?

Right to Inspect/Review

A student has a right to inspect and review any education record to which he or she is permitted under this policy. Education records are maintained in a number of College offices. Requests to review records must be made in writing to the responsible official of each office which maintains the records who shall comply with the request within 45 days upon receipt.

The College reserves the right to refuse to permit a student to inspect the following records:

- Records that contain information on more than one student. A student may inspect only that information which relates to him/her.
- Financial records of the student's parents.
- Confidential letters and statements of recommendation for which the student has waived his or her right of inspection and review.
- Records connected with an application to attend the College or a component unit of the College if that application was denied.
- Those records which are excluded from the FERPA definition of [education records](#).

Right to challenge the content of education records

A student who wishes to challenge the content of the educational record may do so by submitting a written request to the official responsible for maintaining the record, with such request specifying the content being challenged, the grounds for the challenge, and the exact action being sought. If the official grants the request, the change(s) will be made. If the request is denied, the student will be informed and will be given the opportunity to add an explanation to the record and/or appeal the official's decision.

Right to have some control over the disclosure of information from education records

This includes the student's right to prevent the disclosure of [directory information](#).

Right to file a complaint

Students have the right to file a complaint with the U.S. Department of Education if the student believes that the College has failed to comply with the requirements of FERPA. The complaint must be made within 180 days of when the infraction was discovered, and there must be sufficient evidence to prove the violation. The written complaint should be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.