

NASHVILLE STATE COMMUNITY COLLEGE

FAMILY EDUCATION AND PRIVACY ACT (FERPA) DISCLOSURE

Nashville State Community college works in compliance with the Family Educational Rights and Privacy Act of 1974, as amended to protect the confidentiality of personally identifiable educational records of students and former students. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable.

Procedures for Protecting Online Learning Student Privacy: <http://www.nsc.edu/content/resources/Online-Student-Privacy-Protection.pdf>

Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), affords students certain rights with respect to their education records. They are:

1. The right to inspect and review information contained in the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
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.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Nashville State to comply with the requirements of FERPA.

Procedures to Inspect and Review Records

Students wishing to review their educational records should submit to the Director of Records and Registration a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

The Director of Records and Registration will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him.

Procedures for Requesting Amendment to Education Records

Students who believe that their educational records contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may discuss their problems informally with the Dean for Student Services. If he/she is 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. The student will be informed by the Dean for Student Services of his/her right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Dean for Student Services who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. The hearing panel, which will adjudicate such challenges, will be the individuals who have been designated by the Dean for Student Services' office to conduct hearings involving students' petitions. Decisions of the hearing panel will be final, be based solely on the evidence presented at the hearing, consist of written statements summarizing the evidence and stating the reasons for the decisions, and be delivered to all parties concerned.

Disclosure of Student Record Information

Nashville State will disclose information from a student's education record only with the written consent of the student except when release is authorized by law and by NSCC. Personally identifiable information from the student's record may be released without consent to school officials who have a legitimate educational interest in the student's education records.

School Officials are those individuals who: Are employed by the institution in an administrative, supervisory, academic, or support staff position are designated to administer federal, state, and locally approved education assistance programs for specific NSCC students in coordination and cooperation with the College (access by designated individuals is limited to the student record information of program participants only).

Legitimate Educational Interest is determined by the "need to know" of the school officials who are acting in the student's educational interest. It will include any authorized interest or activity undertaken in the name of the College for which access to an education record is necessary or appropriate to the proper performance of the undertaking. It is the responsibility of the designated Records Custodian to assess the legitimate education interest or "need to know" of the requesting individual(s).

Student Alcohol or drug possession or use. Public institutions of higher education are required to notify the parent or legal guardian of a student under 21 years old if the student commits a disciplinary violation with respect to use or possession of alcohol or a controlled substance.

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student.

Directory information includes the following:

Student Name, Address, Date and Place of Birth, Major Fields of Study, Dates of Attendance, Full-Time/Part-Time Status, Degrees and Awards Received, Most Recent Educational Institution Attended, and Participation in Recognized Activities.

Students who desire that any or all of the listed Directory information not be released may complete the appropriate form in the Records Office. This request will remain in effect unless or until revoked by the student.