Privacy, Access to, and Amendment of Student Records Procedure	Procedure Number	3.4.2P
	Effective Date	January 24, 2012

1.0 PURPOSE

In accordance with Board Policy 3.4 Student Records, the purpose of this procedure is to outline the College's compliance with federal and state law and provide guidance on records disclosure not covered by federal and state law.

2.0 REVISION HISTORY

Adopted on: 1/24/12
Revised on: 7/19/12 (federally mandated changes only)

3.0 PERSONS AFFECTED

Students, College personnel who keep records on students and their families, Institutional Research, and College officials as defined in this procedure.

4.0 DEFINITIONS

A. *FERPA*—Family Educational Rights and Privacy Act

B. *Student* – Any person who attends or has attended Laramie County Community College.

C. *Legitimate Educational Interest*—Information needed in the course of performing instructional, supervisory, advisory, or administrative duties for the College.

D. *College Official*
   1) A person employed by the college in an administrative, supervisory, academic, or support staff position.
   2) A person employed by or under contract to the college to perform a special task, such as an attorney, IT specialists, or auditor.

E. *Education Records* – Directly related to the student and are maintained by the institution or by a party acting for the institution, except those not defined as education records by FERPA (such as sole possession notes, the records of the law enforcement unit and alumni records obtained after the students enrollment). Records may include but are not limited to: written documents, computer media, video or audio tapes or CD's, film, email and/or photographs.

F. *Non-Directory Information* – All other information in a student's educational record; Some examples include: social security and student ID numbers; transcripts and grade reports; race, ethnicity, and/or nationality, and gender.

5.0 Procedures

A. FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students are notified of their rights in the catalog and through the publication of this procedure in the Student Handbook. These rights include:

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
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.
3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without 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.

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

B. Disclosure of Education Records

Prior written consent is required for LCCC to release education records except as allowed under FERPA. Under certain conditions a school may non-consensually disclose personally identifiable information from education records:

1) To college officials with a legitimate educational interest;
2) Directory information may be released without student consent. Students who wish to have directory information not released may request this in writing with the Student Records Office;
3) To institutions in which a student seeks to enroll (LCCC must make a reasonable attempt to notify the student prior to release of information);
4) In connection with financial aid for which the student has applied;
5) To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) to improve instruction;
6) To accrediting organizations to carry out their accrediting functions;
7) To the parents of a dependent student;
8) To appropriate officials in connection with a health of safety emergency;
9) To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
10) To comply with a judicial order or a lawfully issued subpoena;
11) To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
12) To the general public, the final results of a disciplinary proceeding if the school determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

C. Inspection of Records

Students may inspect and review their educational records by making a written request to the appropriate records custodian. These requests should identify as precisely as possible the records or records the student wishes to inspect. The appropriate records custodian will make arrangements for access and will notify the student of the time and place where the records may be inspected. A student will only be permitted to review and inspect records or parts of records that pertain to him/herself.

D. Correction/Amendment of Educational Records
   1) A student must ask the appropriate custodian of the educational record in writing to amend a record, including clearly identifying the part of the record the student wants changed and why it should be changed.
   2) Upon the request, Laramie County Community College will either:
      a) Amend the record, or
      b) Notify the student in writing of the decision not to amend the record and the student's request.
   3) Educational Record Amendment Hearings
      a) Upon request, Laramie County Community College will arrange for a hearing and notify the student of the date, place, and time of the hearing.
      b) The hearing will be conducted by a hearing officer who is a disinterested party; however, the officer may be an official of the college. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised by the original request to ament the educational records. The student may be assisted by one or more individuals, not including an attorney.
      c) Laramie County Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
      d) If Laramie County Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has the right to place in the record a statement commenting on the challenged information and/or a statement setting for reasons for disagreeing with the decision.
      e) If Laramie County Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.
      f) Complaints of institutional non-compliance with this procedure may be made to the Family Policy Compliance Office of the U.S. Department of Education in Washington, D.C.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Grant W. Wilson, Student Services Interim Vice President	11/22/11
Approval by President's Cabinet		1/24/12
Approval by President		1/24/12