

Rights to Educational Records

- Students have the rights to inspect, request amendment, consent to disclosures and file complaints regarding their educational records.

The FERPA federal law affords students certain rights with respect to their educational records.

1. college receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar, dean, head of the academic department, or other appropriate official. The college official will make arrangements for access and notify the student of the time and place that the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record,