

FERPA/Student Records	Procedure Number	540
	Effective Date	Jan 1, 2019

1.0 PURPOSE

To establish/support federal law (FERPA) that protects the privacy of student educational records.

2.0 REVISION HISTORY

Adopted on:
November 2007
Reviewed on:
September 2014;
Dec 10, 2018

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. For the purposes of this policy, a student refers to any person officially admitted to the college. Student educational records are considered confidential and may not be released to anyone other than the student without the written consent of the student; this includes the student’s parents and/or spouse.

Some information, termed “directory information” may be released without the student’s written permission. Directory information may include a student’s name, address, phone number, dates of attendance, degrees received, major program, email address, full or part-time status, date of birth, and honors and awards.

Students do have a right to request that directory information be withheld as confidential. The student should contact the Registrar to make such a request. Requests will remain in effect until the student submits a written request to remove the hold.

5.0 PROCEDURES

FERPA also establishes the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Office concerning alleged failures by the institution to comply with the Act. Questions concerning the Act should be referred to the Registrar.

A student may request to examine his or her records. Each request will be granted within a reasonable period of time that does not interrupt the normal work of the office. Students who believe that the records are inaccurate or misleading will be given an opportunity to present their views and facts to a person who has no direct interest in the records. Copies of records will be provided upon written request and a fee may be charged for copying. Data from student records cannot be released without the student’s consent in writing. Exceptions to this policy include information that is considered directory information and disclosures outlined in University of Arkansas System Policy UASP 515.1 at:

<https://www.uasys.edu/wp-content/uploads/sites/16/2016/04/UASP-515.1-Student-Education-Records-and-FERPA.pdf>

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	Nov 2007
Ratified by:	PTC Student Services Mason Campbell, UA-PTC Dean of Student Affairs	Sept 2014 Dec 10, 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019
UA Policy Alignment:	UASP 515.1	