



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	FERPA Policy and Procedure
Department	Registrar's Office
Policy Editor	Kristi Hayes, Registrar
Request Type	New ☐ Amended ☒ Removed ☐ Reviewed ☐

OBJECTIVE (Briefly state your purpose.)

The policy and procedure outlines the institutions compliance with the federal Family Educational Rights and Privacy Act (FERPA).

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Gordon State College Annual FERPA Notification:
<https://www.gordonstate.edu/departments/registrar/annual-ferpa-notification/index.html>
US Department of Education - Family Educational Rights and Privacy Act:
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

This policy will be posted to the Gordon State College Policy website and communicated in accordance with GSC Policy - Formulation and Issuance of College Policies Section VI.

Authorizations

Dean or Supervisor Signature and Date: _____

Kristi Hayes

Digitally signed by Kristi
Hayes
Date: 2021.05.14 15:51:32
-04'00'

Cabinet Sponsor (VP) Signature and Date: _____

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.17 08:22:52
-04'00'

President Signature and Date: _____

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.17 08:23:46 -04'00'

***Policy Template must be submitted with this form.**

PROCEDURE:

Gordon State College will notify students annually of their rights under FERPA at <https://www.gordonstate.edu/departments/registrar/annual-ferpa-notification/index.html>.

An "education record" is any record in handwriting, print, tape, film, or other medium maintained by the College, directly related to a student, with the following exceptions:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by Public Safety if the record is maintained solely for law enforcement purposes, if it is revealed only to law enforcement agencies of the same jurisdiction, and if it is not an education record maintained by the College.
4. Alumni records that contain information about a student after he or she is no longer in attendance at the College and the records do not relate to the person as a student.

I. PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate record custodian.

The record custodian or an appropriate college staff person 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 granted within forty-five days of the receipt of the request by the appropriate person.

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

II. RIGHT OF THE COLLEGE TO REFUSE ACCESS

The College reserves the right to deny access to the following records:

1. The financial statement of the student's parents. (The "parent" of a student claims the student as a dependent for income tax purposes.)
2. Letters of recommendation to which the student has waived his or her right of access or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend the College if that application were denied.
4. Those records that are excluded from the definition of "Education Record."

III. REFUSAL TO PROVIDE COPIES

The College reserves the right to deny copies of transcripts or records other than those defined by FERPA in the following situations:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

IV. FEES FOR COPIES OF RECORDS

The fee for copies will be twenty-five cents per page, plus any charge for copying time and postage.

V. TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

TYPE	LOCATION	RECORD CUSTODIAN
Academic Records	Registrar's Office	Registrar
Admissions Records	Admissions Office	Director
Financial Aid Records	Financial Aid	Director
Disciplinary Records	Student Affairs	Dean of Students

VI. DISCLOSURE OF EDUCATION RECORDS

The College will disclose information from a student's education records only with the written consent of the student except in the following cases:

1. To school officials who have a legitimate educational interest in the records.

A "school official" is

- a) Employed by the College or by the Central Office of the Board of Regents of the University System of Georgia in an administrative, supervisory, academic, or support staff position.
- b) Employed by or under contract to the College to perform a special task, such as an auditor.

A school official has a "legitimate educational interest" if the official is

- a) Performing a task that is specified in his or her position description or by contract agreement.
 - b) Performing a task related to the discipline of a student.
 - c) Performing a service or benefit relating to the student or student's family, such as counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which the student seeks or intends to enroll.
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
 4. In connection with determining eligibility, amount, or conditions of financial aid or to enforce the terms and conditions of the aid.
 5. To organizations conducting certain studies for or on behalf of the College.
 6. To accrediting organizations to carry out their functions.
 7. To the executor of a deceased student's estate when appropriate documentation is presented.
 8. To comply with a judicial order pertaining to a case or controversy to which the College is a party or to a lawfully issued subpoena.
 9. To appropriate parties in a health or safety emergency.
 10. To agents of the U.S. Department of Homeland Security if the student is or was on an F-1 visa.

VII. RECORD OF REQUESTS FOR DISCLOSURE

The College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, the additional parties to whom it may be re-disclosed, and the legitimate interest the party had in requesting the information.

VIII. DIRECTORY INFORMATION

Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. The College designates the following as directory information:

1. Name, address, telephone listing, and email address
2. Major field of study
3. Dates of attendance
4. Degrees and awards received
5. Full- or part-time enrollment status

Directory Information cannot include student identification numbers or social security numbers. The College may disclose this information without prior written consent of the parent or eligible student unless otherwise notified in writing by the parent or student.

The College will supply required directory information (name, address, phone number, date of birth) in response to military recruiting requests submitted pursuant to the Solomon Act.

IX. CORRECTION OF EDUCATION RECORDS

Students have the right to request corrections when they believe records are inaccurate, misleading, or in violation of their privacy rights. To submit a request, students should follow the following procedures:

1. A student must ask the appropriate official of the College (refer to "Types, Locations, and Custodians of Education Records" above) to amend a record. This request must be made within one calendar year from the alleged error in record. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights. Such request must be in writing.
2. The College may or may not comply with the request. If it decides not to comply, the College will notify the student of the decision and advise him or her of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the College will arrange for a hearing and notify the student of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who shall be a disinterested party. The hearing officer may be an official of the College. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the student's original request to amend the education record.
5. The 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.
6. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the College will notify the student that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student's education record as long as the contested portion is maintained. If the college discloses the contested portion of the record, it must also disclose the statement.
8. If the 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.