

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
5	13P	Family Education Rights & Privacy Act of 1974 (FERPA)	Adopted 2004	Campus Forum	Reviewed 2021
			Revised 2021	N/A	Next review 2023

PROCEDURE

The procedures for students to inspect, review or amend their record are outlined below:

- Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.
- Students may ask CPTC to amend a record that they believe is inaccurate or misleading. They should write to the CPTC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If CPTC decides not to amend the record as requested by the student, CPTC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

CPTC faculty and staff will comply with FERPA when disclosing student information and limit it to the directory information only. Faculty and staff will contact the Enrollment Services Office to learn if a release of information is on file prior to releasing any information regarding a student that is other than directory information.

Information other than directory information may be released with the written permission from the student. The release of information form must be completed by the student and submitted in person to the Enrollment Services office. The staff in the ES office will update the student record to show a release of information is on the record.

Students may choose to decline the release of directory information. To do so, the student must visit the Enrollment Services office and request a block of directory information. The student record will be updated accordingly. This also means the student name will not appear in the annual Commencement Program booklet.

APPROVAL:	
By: 	Date: 02/09/2021
Scott J. Latiolais, Vice President for Student Success	