



**Southeastern Community College
Privacy Statement
Family Educational Rights and Privacy Act (FERPA)**

What is FERPA (Family Educational Rights and Privacy Act)?

The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records.

What are education records?

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and e-mail, among others.

In accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Southeastern Community College ensures the protection of student educational records. The college does not release private records of individual students without prior written consent of the student.

- As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. The following categories are defined as "directory" information: Student's name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, the most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

According to FERPA, students have the right to request non-disclosure of directory information. If students do not restrict release of this information, it is probable that the information will be released or disclosed. Southeastern Community College uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the college, honor societies, the alumni association and foundation,

or other individuals for purposes that may be beneficial to students. The college exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. Southeastern Community College does not sell or rent student information for a fee.

Students' rights to block information

Students may block disclosure of directory information. To block disclosure of directory information, a student must notify the Registrar's Office. Even if a student blocks directory information, it may still be disclosed or inspected by those persons authorized to inspect education records without consent.

Online and Distance Education Students

Faculty members adhere to the FERPA policy in online courses while using the learning management system for online delivery.

FERPA and Americans with Disabilities Act (ADA)

The right to disclose information concerning a disability is assigned to the individual with a disability. The Family Education Rights and Privacy Act (FERPA) reinforces this right. The intent of the confidentiality policy is to protect student rights to privacy and prevent the potential for discrimination or harassment. College policies generally will require a written release before this private information can be shared with a designated person(s). Although under FERPA, information such as name, major fields of studies, or enrollment status are considered public information/directory information, disability-related material is exempt from this act; all disability-related material is considered private. Disability-related information has limited access.

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) in the United States, students are protected from disability-related discrimination. An important aspect of this protection is that programs (administrators, faculty, etc.) are limited to when, what, and where they can ask about disability.