



## **Procedure 502-01 Student Records**

**Sponsor: Student Services**

### **Purpose**

To comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) that affords certain rights to students concerning their educational rights in areas of access, release, and challenge of educational records, and where records are located.

### **Definitions**

College Catalog is the primary source of college-wide information related to academic standards, and College compliances.

Student Handbook has established guidelines that protect the rights of students as members of the College and outline responsibilities, obligations, and expectations for students necessary to ensure success.

### **Procedure**

#### Annual Notification:

In accordance with 34 CFR § 99.7 of the Family Education Rights and Privacy Act (FERPA), Coconino Community College (CCC) will provide students annual notification of their FERPA rights by the following methods by publication in the:

1. Student Handbook
2. College Catalog
3. College Website
4. Official CCC E-mail

#### Inspection of Education Records:

Students may inspect and review their education records upon request to the Registrar.

1. Access must be given in forty-five (45) days or less from the date of receipt of the request.
2. A student may inspect and review only the records that relate to him/her.

#### Limitation on Right of Access:

Coconino Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statements of the student's parents.
2. Letters and statements of recommendation for which the student has waived his/her right of access or that were maintained before January 1, 1975.
3. Records connected with an application, including but not limited to admissions, student employment, etc. to CCC, or a component unit of CCC if that application was denied.
4. Those records that are excluded from the FERPA definition of education records.

#### Refusal to Provide Copies:

Coconino Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to CCC.
2. There is an unresolved disciplinary action against the student.
3. The education record request is an exam or set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions.)

#### Fees for Copies of Records:

Student copy charges are set by the District Governing Board and reviewed annually. The College will assess a fee for copies of education records provided to students unless its imposition "effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records" 34 CFR §99.11(a) and (b).

#### Types, Locations, and Custodians of Education Records:

A list of the types of locations and custodians of records that CCC maintains shall be defined and updated annually by the Registrar.

#### Disclosure of Education Records:

Coconino Community College will disclose information from a student's records only with the written consent of the student.

Exception: An institution may release personally identifiable information from a student's education record without the student's written consent as required in 34 CFR §99.30 if the disclosure meets one or more of the conditions in 34 CFR §99.31 of the FERPA guidelines.

#### Electronic Disclosure:

Coconino Community College will not release students' records (grades, disciplinary action results, etc.) through electronic media (i.e., e-mail) unless the student has submitted a written consent form to the appropriate office or individual.

#### Record of Requests for Disclosure:

1. Coconino Community College designates the following items as directory information: student name, address, telephone number, e-mail address, major field of study, dates of attendance, degrees, and awards received, participation in officially recognized activities, most recent previous school attended, and photograph. The College may disclose any of the above items without prior consent, unless notified in writing to the contrary, prior to or on the first day of classes, each semester.
2. At the student's request to not disclose directory information, the College will continue to honor that request until informed to the contrary by the student or former student.

#### Correction of Education Records:

The student has the right to request an amendment of their education record if they believe it is inaccurate, misleading, or otherwise in violation of their privacy or other rights. Per 34 CFR § 99.20 (a) and (b), If an eligible student or parent feel there is an error in the student's record, they should submit a statement to the Registrar, the College official responsible for the record, clearly identifying the part of the record to be changed and why they believe it is inaccurate or misleading. That office will notify the

student of their decision and advise them regarding appropriate steps if they do not agree with that decision.

### **References**

Family Educational Rights and Privacy Act (FERPA) or 34 CRF Part 99

### **Procedure History**

01/21/2003	New
05/11/2011	Reformatted
11/06/2015	Revised to reflect FERPA Annual Notification and Record of Requests for Disclosure
12/19/2019	Revised and Approved by Executive Leadership Council
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

### **Legal Review**

11/01/2019