

Annual FERPA Notification Notification of Student Rights Provided by the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to students with respect to their educational records. Those rights are as follows:

The right to inspect and review the educational record within 45 days of the day the College receives a request for access

Students should submit a written request to the Registrar's Office identifying 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. Pensacola State College provides web access to student records at www.pensacolastate.edu provided the student has established a unique password (Personal Identification Number) allowing such access. Inspection of paper documents housed in the Registrar's Office may be accomplished in the Registrar's Office located in Building 2 on the Pensacola Campus.

The right to request amendment of the educational record if the student believes the record is inaccurate or misleading

Students may ask the College to amend a record believed to be inaccurate or misleading. The student should submit the written request to the Registrar and clearly identify the part of the record that is believed to be inaccurate or misleading. The student should specify why the information is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/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 right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent

The right to file a complaint with the United States Department of Education concerning alleged failures of the College to comply with the requirements of FERPA

The name and address of the office that administers FERPA is the Family Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

In addition to the rights provided to students, the following information items are a component of FERPA, and Pensacola State College is in complete compliance with these requirements.

According to FERPA, the College may release information without the student's written consent to the following:

- School officials, as identified by the College, determined by the College to have a legitimate educational interest in the student information
- Officials of other institutions to which the student seeks enrollment
- Persons or organizations providing financial aid to the student or determining financial aid decisions
- Accrediting organizations carrying out their accrediting functions
- A parent of a student who has established that the student is a dependent according to the IRS Code of 1986, Section 152
- Persons in compliance with a judicial order or a lawfully issued subpoena
- Persons in an emergency situation, if the knowledge of the information is necessary to protect the health or safety of the student or other persons

Directory Information

FERPA permits institutions to identify certain items of information as “directory information.” This information may be released upon request unless the student, during the first ten days of the semester, has indicated in writing to the Registrar’s Office that he or she does not wish directory information to be released. Pensacola State College does not include a student’s address or telephone numbers as directory information and will not release that information. Directory information at Pensacola State College includes **name, major field of study, dates of attendance, graduation, and honors received**. Additionally, the College will release the weight and height of athletic team members to other institutions considering the acceptance of the athlete.

Information to Military Recruiters

The Solomon Amendment to FERPA requires the College, upon a written request, to provide “student recruiting information” on any currently enrolled student who is at least 17 years old to any branch of the armed services. “Student recruiting information” is defined by federal law as name, address, telephone numbers, age or date of birth, class level, degrees received, major, and most recent educational institution attended. Pensacola State College will not release student recruiting information to military recruiters for those students who request that directory information not be released.

A form for the purpose of requesting non-release of information is available in any registration center on any campus and center: Pensacola, Milton, Warrington, Century, and South Santa Rosa.

Questions regarding compliance with FERPA may be directed to the Registrar.