

MiraCosta College

Notification of Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
A student should submit to the Director of Admissions and Records, a written request that identifies the record(s) the student wishes to inspect. The Director 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 Director, the Director shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as the National Student Loan Clearinghouse, Credentials, Inc., an attorney, auditor, researcher, software consultant, a company which provides student helpdesk assistance, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
<http://www.ed.gov/policy/gen/guid/fpc/index.html>**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. As a postsecondary institution MiraCosta College will only release information to parents with written permission from the student.

Directory Information

The Family Education Rights and Privacy Act (FERPA) permit the College to disclose appropriately designated *directory information* without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of *directory information* is to allow the College to include this type of information from your education records in certain school publications. Examples include:

- Student name
- Address
- Telephone listing
- Date and place of birth
- Dates of attendance
- Year of graduation
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- Enrollment status (full-time, half-time)
- Photograph
- Electronic mail address

This information may be used for news releases and stories about students and former students, graduation programs, honors lists and other information released to the public. In addition, employers and companies who perform background checks may verify degree, enrollment status and dates through the National Student Clearinghouse. Other requests for student information require a signed release from the student or a subpoena.

If a student does not wish any or all of the directory information indicated above to be released, a signed request must be sent to the *Office of Admissions and Records, MiraCosta College, One Barnard Drive/Station 10A, Oceanside, California 92056*.

Students wishing to inspect and review their education records should contact the Office of Admissions and Records. Access will be provided Monday through Friday, by appointment. When possible, this access will take place within ten working days of receipt of a written request by the Office of Admissions and Records, but in no case later than fifteen working days after receipt of the written request.

Students will also be provided, upon request, copies of any educational record, as defined above, at a nominal cost paid in advance.

Contact the Admissions and Records Office if you have questions regarding the privacy act:

(760) 795-6620 Oceanside Campus
(760) 634-7870 San Elijo Campus

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