

ACADEMIC RECORDS/FERPA

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

- The right to inspect and review the student's educational record within 45 days of the day the College receives a request for access.
- Students should submit written requests that identify the record(s) they wish to inspect to the Registrar's Office. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student. To do so, they should submit a written request. 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 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.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Some of the more common exceptions are as follows:

- Disclosure to school officials with legitimate educational interests.
- A school official is a person employed by the College in an administrative, supervisory, academic, 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 attorney, auditor, 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Disclosure for transfer purposes.
- Upon request, the College may disclose educational records without consent to officials of another school in which a student intends to enroll.
- Disclosures to parents of dependent children.
- A student is considered a dependent student if they can be claimed as a dependent on the tax return of a parent, guardian, or other individual. However, the College will check with the student before releasing information to parents or guardians.
- 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 Ave. S.W.
Washington, D.C. 20202-5920

Notification of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dunwoody College of Technology, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from education records. However, Dunwoody College of Technology may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with the institution's procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Dunwoody College of Technology to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you may notify the Registrar's Office by completing a Consent to Release Education Records.

Dunwoody has designated the following information as directory information:

- Name
- Address (local, permanent, and electronic mail)
- Telephone numbers
- Hometown
- Dates of attendance
- Enrollment status (full-time, part-time, or not enrolled)
- Program of study
- Degrees and awards received and where received
- Most recent educational institution attended
- Photographic, electronic, or video images if the student has consented to release. These images include student participating in officially organized events.