

Family Educational Rights and Privacy Act (FERPA)



Registration and Records Office
443-412-2222

Introduction

- A federal law, the Family Educational Rights and Privacy Act (FERPA), as amended, affords students certain rights concerning their student education records. These rights begin once a student is registered for classes.



Student Rights

- Students have the right to know about the purposes, content, and location of their education records.
- Students have a right to gain access to and challenge the content of their education records.



Student Rights

- Students have a right to expect that information in their education records will be kept confidential and disclosed only with their permission or under provisions of the law.



Student Rights

- Students have a 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.



Student Rights

- Anyone who believes their rights have been abridged may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-5920

Student Rights

- Under FERPA, student education records cannot be released without the student's written permission.



Educational Records

- Students' education records are specifically defined as records, files, documents, financial statements, and other materials that contain information directly related to a student and are maintained by the College or someone acting for the College according to policy.



Directory Information

- FERPA identifies a category of information as “directory information” which may be released without a student’s permission.



Directory Information

- Directory information is the only information that may be released without specific written permission from the student, except in certain conditions specified by the regulations.



HCC's Directory Information

- Student Name
- Program of Study
- Dates of Enrollment
- Full-time/Part-time Status
- Degrees/Certificates Awarded
- Photographs
- Participation in Officially Recognized Activities and Sports
- Academic Honors & Awards

Directory Information

- A student may formally request the College to prevent disclosure of their directory information.
- Request to withhold release of directory information must be submitted in writing to the Registration and Records Office.



Directory Information

- Once filed, this request becomes a permanent part of the student's record until the student instructs the College in writing to have the request removed.



Exceptions Permitting Disclosure Without Consent

- To school officials within HCC with legitimate educational interests.
- To parents of a dependent student as defined by the Internal Revenue Code.
- To persons or organizations providing financial aid support to the student.
- To a person in response to a lawfully issued subpoena or court order.
- To persons in an emergency in order to protect the health and safety of students and other individuals.
- To officials of other institutions in which a student seeks to enroll or is currently enrolled.



Student Records

- Student records are maintained in the Registration and Records Office, Student Center. For more information, contact us at 443-412-2222.

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