

3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which a student has waived his/her rights to inspect and review and that are related to the admission of the student, application for employment or job placement, or receipt of honors;
4. Education records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student.

Student Access to Educational Records

All students have the right to review their educational records with the following exceptions as outlined by FERPA.

Location/Identification of Individuals Responsible for Student Records

The College has designated the following officials as being responsible for student records within their respective areas:

1. Dean of Student Services: The Dean of Student Services has the overall responsibility of assuring that each student entering Central Alabama Community College has an adequate record system that is maintained, kept up-to-

To review records, students and former students may go to the respective office of record and present a valid photo ID and ask to review the record. Student must complete a Request to Review Education Records Form. Based on the circumstances at the time, the College may delay up to 45 calendar days the release of records for review. The College is not required to provide access to record of applicants for admission who are denied acceptance or, if accepted, do not attend.

Challenge of the Contents of Educational Record

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. The deadline for challenging an educational record will be three calendar years from the term in question. This challenge must be in writing and must be submitted to the Dean of Student Services. The dean will decide within a reasonable period of time whether corrective action will be taken, and the dean will provide written notification to the student and the Office of Records of the corrective action that has been approved. Students who are not

FERPA states that directory information.

College as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, honors, photographs made at college events on or off campus, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent school attended by the student. The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form in the Office of Enrollment Services. This order will remain in effect for one year from the date of submission and must be updated annually. Photos may be used for publicity and recruitment purposes. Directory information may be denied when it is deemed by the Dean of Students or Registrar and Director of Student Services that it is not in the best interest of the student or the College.

educational records to the following without prior written consent from the student:

- I.** To school officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, and college attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his/her job description or by a contract agreement, performing a task student. When doubt is raised by the Dean of Students or Registrar and Director of Student Services interest in having access to specific information, the issue shall be decided by the President of Central Alabama Community College.
- II.** To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
- III.** determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
- IV.** To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- V.** To organizations conducting certain studies for or on behalf of Central Alabama Community College.
- VI.** To accrediting organizations to carry out their accrediting functions.

VII. To parents of eligible students who claim the students as dependent for income tax purposes. Determining the dependency, as defined by Section 152 of the Internal

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