

# Student Records Confidentiality/Directory Information Policy

STUDENT RECORDS CONFIDENTIALITY/DIRECTORY INFORMATION POLICY (as provided by Public Law 93-380: Protection of Rights and Privacy of Parents and Students)

To comply with the Family Education Rights and Privacy Act (FERPA), known as the Buckley Amendment, the following policies and procedures have been established. This policy also serves as the annual notification of students' rights under FERPA, which is published annually in the College Catalog. It is the responsibility of the Office of Student Services to protect the privacy of student educational records. FERPA affords students the right to file a written complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Written complaints should be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.