



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & PERSONALLY IDENTIFIABLE INFORMATION (PII)

The Family Educational Rights & Privacy Act (“FERPA”) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. **The right to inspect & review the student’s education records within 45 days after the day the Central Coast College receives a request for access.** A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Central Coast College Registrar will make arrangements for access & notify the student of the time & place where the records may be inspected.
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 have records amended should submit a written form, available from the Registrar, clearly identifying the part of the record the student wants changed & specifying why it should be changed. The student should also identify the school official responsible for the record, if known. If Central Coast College decides not to amend the record as requested, the Central Coast College Registrar will notify the student in writing of the decision & 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. **Personally Identifiable Information: the right to provide written consent before the university discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** Central Coast College may disclose 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 Central Coast College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel & health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Central Coast College who performs an institutional service of function for which the school would otherwise use its own employees & who is under the direct control of the school with respect to the use & maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or 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 Central Coast College.

Under FERPA, Central Coast College may also disclose PII from the education records to the following parties without obtaining prior written consent of the student for the following purposes:

- Information the school has designated as “Directory Information” to the general public;
- Other schools to which a student is transferring or seeks to enroll;
- Specified federal or state officials for audit or evaluation purposes;



- Appropriate parties in connection with financial aid for the student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations carrying out their functions;
 - Appropriate officials in cases of health & safety emergencies;
 - Appropriate parties in order to comply with a judicial order or lawfully issued subpoena; State & local authorities, within a juvenile justice system, pursuant to specific state law;
 - The parent or legal guardian when the student is a dependent, when the student is under the age of 21 & is in violation of any laws governing the use of alcohol or a controlled substance, or when the student is accompanied by their parent to a meeting with a college official;
 - Appropriate parties, including parents, when a significant threat to the health or safety of a student or other individuals exists;
 - The final results of a disciplinary hearing based on a crime of violence or a non-forcible sex offense, under certain circumstances.
1. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Coast College to comply with the requirements of FERPA.** The name & address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202
 2. **The right to limit the release of Directory Information.** “Directory Information” is information contained in a student’s education record which would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, Central Coast College may release Directory Information about its students. The following is a list of the information that Central Coast College considers Directory Information:
 - Name
 - Central Coast College Student Identification Number
 - Address
 - Phone Number
 - Email Address
 - Birthdate
 - Enrollment Status
 - Date of Graduation
 - Degrees & Honors Received
 - Major or Field of Study
 - Attendance Dates
 - Most Recent School Attended
 - Participation in Officially Recognized Activities
 - Photographs

You have the right to limit the disclosure of Directory Information. Please follow the instructions through your Central Coast College Student Portal or ask the Registrar for assistance. Central Coast College must receive your request to limit the disclosure of Directory Information within 45 days of the start of your course or program. However, please consider carefully the consequences of any decision to limit disclosure. For instance, if you choose to withhold disclosure of your name or degree, your information will not appear in the commencement program or honor rolls. Should you later choose to release this hold, you may do so at any time.