

# Annual Notification to Students

## Chabot College FERPA Policy

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

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the Director of Admissions and Records, a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Admissions and Records, they shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Director of Admissions and Records or College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to *school officials with legitimate educational interests*.

A *school official* is defined as a person employed by Chabot-Las Positas Community College District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person 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 education record in order to fulfill his or her professional duties and responsibilities.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

While the college does not provide general student directory services, it may release the following information about a student without consent: name, address, telephone number, date of birth, major field of study, degrees and awards received and dates of attendance. Any student who does not wish such information to be released about him/herself shall notify the Office of Admissions and Records in writing, no later than 10 school days after the start of the term. Chabot College does not release student information for individual use, private business or commercial firms for use in advertising and publicity.

If a student has a concern they have 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 Avenue, S.W.  
 Washington, DC 20202-4605  
<http://www.ed.gov/policy/gen/guid/fpc/ferpa>

For more information regarding FERPA regulations and confidentiality & privacy of student records, go to <http://www.chabotcollege.edu/admissions/ferpa.asp>.

### COLLEGE FERPA OFFICIALS

<p><b><u>Student Discipline</u></b>            Melinda Matsuda            Vice President, Student Services            (510)723-6744  <a href="mailto:mmatsuda@chabotcollege.edu">mmatsuda@chabotcollege.edu</a></p>	<p><b><u>Student Records</u></b>            Judy Young            Director, Admissions and Records            (510)723-6700  <a href="mailto:jyoung@chabotcollege.edu">jyoung@chabotcollege.edu</a></p>
---	---