

## NOTICE TO STUDENT

Wayne Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions.

The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides:

- \$ that such institutions must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate;
- \$ that institutions must obtain the written consent of the student before releasing personally identifiable data about the student from records with the exception of;

- A. directory information (Directory information is defined as the student=s name, major field of study, dates of attendance, full or part-time status, and degrees and awards received.)

NOTE: Any student who does not wish the college to release any or all of the information designated as directory information with out the student=s written consent must notify the Office of Admissions and Records (Learning Center Building, Room 109) immediately.

- B. school officials, including teachers within the educational institution or local educational agency who have been determined to have legitimate educational interests;
- C. officials or other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if record is desired, and have an opportunity to challenge the content of the record;
- D. authorized representatives of the (1) the Comptroller General of the United States, (2) the Secretary, (3) the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education or state educational authorities;
- E. in connection with a student=s application for, or receipt of, financial aid;
- F. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
- G. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons

other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;

- H. accrediting organizations in order to carry out their accrediting functions;
- I. parents of a dependent student, or such parents, as defined in Section 152 of the Internal Revenue Code of 1954;

in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.

Student records (admissions papers, registrations, grades and other supporting data) are maintained in the Office of Admissions and Records. Any student wishing to challenge the content of his educational records that are maintained in this office should notify the Director of Admissions and Records in writing.

Any additional information concerning the Family Education Rights and Privacy Act of 1974 may be obtained in the Office of Admissions and Records.