

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) grant students' certain rights with respect to their educational records.

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution Administrator a written requests that specify the record(s) he/she wishes to inspect. The institution officials 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 institution official to whom the request was submitted, that official 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 educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that he/she believes erroneous, inaccurate or incomplete. He/she must write to the institution's official responsible for the record, clearly identify the part of the record he/she want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution 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. Generally, schools must have a written permission for the parents of minor students or eligible students in order to release any information from a student's educational record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

CCI may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Directory Information

CCI has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- o Name, Address, Telephone numbers
- o Major and/or minor fields of study
- o Diploma/Degree sought
- o Expected date of program completion, and Expected date of graduation
- o Diplomas/Degrees conferred
- o Awards and Honors
- o Dates of attendance
- o Previous institutions attended
- o Participation in officially recognized activities
- o Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written

notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW,

Washington, DC 20202

Additional FERPA information is available from the institution's admission Office.

Retention of Student Records

CCI shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

CCI shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

1. The degree or certificate granted and the date on which that degree or Certificate was granted.
2. The courses and units on which the certificate or degree was based.
3. The grades earned by the student in each of those courses.
4. In case of school closure, all permanent student's records should be transferred to BPPE approved record custodian service.