

Santa Barbara City College

Family Educational Rights & Privacy Act (FERPA)

Annual Notification

All Santa Barbara City College student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and California Code of Regulations, Title 5. A copy of SBCC's institutional policy complying with this Act may be obtained from the office of the Associate Dean, Student Support Services (CC-222).

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

- 1) The right to inspect and review the student's education records within 15 days of the day the College receives a request for access.

Students should submit to the Associate Dean, Student Support Services, written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. A student may request a copy of a record which the student has requested or consented to be released. If a student desires a copy of file material subject to his/her review, it will be provided at a cost of \$1 for the first copy and 50 cents for each additional copy.

Educational records are maintained in the college's Admissions & Records Office (SS-110), which is supervised by the Director, Admissions & Records. Students also have the right to review their personal information at the Student Health Office (Nurse, SS-170); Financial Aid Office (Financial Aid Specialist, SS-210); Veterans Office (Clerk, SS-130); Foundation for SBCC (Executive Director, A-210); Extended Opportunity Program/ Services (Coordinator, SS-240); and Disabled Student Programs/Services (Director, SS-160).

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed. If the College does not amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

- 3) The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA authorizes the disclosure of education records without a student's consent to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Security and Health Services staff); a person or company with whom the College has contracted (attorney, auditor, consultant); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or 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 responsibilities.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Santa Barbara City College to comply with the requirements of FERPA:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Santa Barbara City College has designated the following as directory information which may be released without prior written consent:

- Students who participate in intercollegiate athletics including name, photograph, weight, height, and high school of attendance of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and President's Honor Roll recognition
- Names of student officers
- Students' previous dates of attendance for determining athletic eligibility
- Confirmation if individual is enrolled in the current semester
- The email address assigned by the District as necessary to conduct the business of the college

Visit www.sbccc.edu/ferpa for more information including opting out of directory information.