

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student educational records and gives them certain rights in regard to those educational records. These include, but are not limited to:

1. The right to review and/or request a copy of your own educational records. At South Coast College this requires a 45 day written request to the director of financial aid.
2. The right to request amendment to inaccurate or misleading information in their educational record. If, after review of the request, the school decides not to amend the record, they will inform the student of the process to request a hearing on the matter.
3. The right to provide written consent before South Coast College releases any information in their record except as allowed in the law. Allowable third parties include, but are not limited to, accrediting agencies, auditors, transfer institutions, Department of Education, judicial order or subpoena, and agencies handling health or public safety emergencies.
4. The right to file a complaint with the US Department of Education if they feel South Coast College is not meeting FERPA guidelines. A complaint form can be obtained by calling (202) 260-3887.

South Coast College has implemented all available safeguards to ensure FERPA guidelines are met in both paper and electronic format. For more information about FERPA logon to:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>