



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## JACKSON

### Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the **Tennessee College of Applied Technology Jackson** receives a request for access. A student should submit to the **Coordinator of Student Services** a written request that identifies the record(s) the student wishes 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.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the college to amend a record should write the college official, the **Coordinator of Student Services**, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to 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. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official is a person employed by the **Tennessee College of Applied Technology Jackson** in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of the **Tennessee College of Applied Technology Jackson** who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII

from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the **Tennessee College of Applied Technology Jackson** 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, SW  
Washington, DC 20202<sup>i</sup>

All personally identifiable records (by name, identifier or characteristics) directly related to a student or former student shall be kept confidential unless the student signs a consent form. Such confidential records include, but are not limited to, grades, class enrollment and attendance, disciplinary records, admission records, student grievances, complaints or appeals.

The institution may disclose directory information consistent with this policy to any person requesting such information without the consent of the student. Each institution must publish in its catalog/student handbook the information, which shall be considered directory information, which shall be limited to the following:

- |   |                                |
|---|--------------------------------|
| 1. Name   | 2. Address                     |
| 3. Telephone Number   | 4. Date and place of birth     |
| 5. Major field of study   | 6. Dates of Attendance         |
| 7. Participation in officially recognized activities and sports | 8. Degrees and awards received |
| 9. Most recent previous educational institution attended        |                                |

Other information of the type above specifically approved by the institution or college as acceptable directory information.

Students have the right to opt-out of the directory information at any time during their training. Please contact the Office of Student Services to complete the necessary form.<sup>ii</sup>

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<sup>i</sup> From <http://familypolicy.ed.gov/content/model-notifications-rights-under-ferpa-postsecondary-institutions>

<sup>ii</sup> TCAT Jackson Student Handbook 2017-18, pg. 15