

4.4 Family Educational Rights and Privacy Act

It is the policy of the Southeast Arkansas College to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and to inform students of their rights under FERPA. The following notice of student rights under FERPA shall be given on an annual basis to students. A student at the Southeast Arkansas College has the following rights with regard to his or her education records:

1. To inspect and review all education records pertaining to him or her.
2. That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Registrar in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information:
 - student's name
 - major field of study
 - participation in officially recognized school activities
 - dates of attendance
 - degrees and awards received
 - the most recent school attended by the student.
3. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
4. To consent to disclosure of personally identifiable information contained in his or her education records, except to the extent that FERPA authorized disclosure without consent.
5. To file a complaint with the U.S. Department of Education concerning the alleged failure by the College to comply with the requirements of FERPA.
6. To obtain a copy of the College's FERPA policy upon payment of a copying fee. See Website under Catalog [Privacy Rights Students](#) for FERPA Policy.