

FAMILY RIGHTS AND PRIVACY ACT OF 1974 POLICY (FERPA)

Orange Coast College may release student directory information upon request, provided such release is approved by the College president or a designee. Students may request in writing to the College president that directory information not be released. The president or a designee may limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student.

Directory information is defined to mean one or more of the following: student's name, city of residence, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and previous public or private school attended.

Any currently enrolled or former students shall have access to any and all of their records on file at the College. Such access shall be granted within 15 working days of a written request and shall be subject to procedures established by the Dean of Enrollment Services.

Students, by written request to the above administrator, may challenge the content of their records pursuant to Education Code section 76232. Such challenges will be processed according to procedures established by those responsible administrators. All students will receive annual notice about FERPA and their rights.