

# **FAMILY RIGHTS AND PRIVACY ACT OF 1974 POLICY (FERPA)**

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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Orange Coast College complies with FERPA regulations and adheres to the following:

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.

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 Director of Enrollment Services 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.

Students may designate other individual(s) to have access to their educational records by completing the Student Information Release Authorization Form (<https://orangecoastcollege.edu/admissions-aid/enrollment/ferpa.html>).

Orange Coast College may release necessary information without the consent of students in emergency cases related to health and safety.