Student Records

Educational records are maintained by the Registrar’s Office. In accordance with College policy and state and federal regulations, student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. For further information, consult the Family Educational Rights and Privacy Act (FERPA) at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

FERPA

The Family Educational Rights and Privacy Act (PL 93-380) includes provisions that protect the privacy of students. These include: 1) The right to inspect and review their education records within 45 days of the day the college receives a request for access. 2) The right to request the amendment of their education records that they believe is inaccurate. 3) The right to consent to disclosures of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. An exception is disclosure to school officials within the college who have a legitimate educational interest.

Public Directory Information

One provision of the Family Educational Rights and Privacy Act requires educational institutions to allow students who are currently enrolled to suppress certain information regarded as "Directory Information". Allen defines directory information as name, address, telephone number, dates of attendance, year in school, previous institution(s) attended, major field of study, awards, honors, degrees earned, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date of birth.

Under provisions of the 1996 Solomon Amendment, Allen Community College is required to release, upon request, directory information to recruiters of the United States Military.

Students who wish to opt out of directory information should contact the Registrar’s Office at 620-365-5116 x291.

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