

# NORTHWOOD TECHNICAL COLLEGE



## ADMINISTRATIVE POLICY: J-113

### TITLE: [Privacy of Student Educational Records](#)

#### CROSS-REFERENCE(S):

J-113A (Administrative Procedure – Student Privacy (FERPA))

J-113 ADD (Addendum – FERPA: When Can Education Records be Shared without Student Consent?)

J-113A ADD 1 (Addendum – FERPA Definitions for Addendum)

J-113A ADD 2 (Addendum – Annual Notification of Student Rights under the Family Educational Rights and Privacy Act)

J-113A ADD 3 (Addendum – Family Education Rights and Privacy Act (FERPA) for Staff Addendum)

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, is a federal law **20 U.S. § Code 1232g** that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education. Northwood Technical College (College) makes every effort to comply with FERPA.

The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to review their educational records
- The right to request amendment to records they believe to be inaccurate
- The right to limit disclosure of some personally identifiable information known as directory information
- The right to file a complaint with the **Family Policy Compliance Office** (<https://studentprivacy.ed.gov/file-a-complaint>) in Washington, D.C. if they feel their FERPA rights have been violated

FERPA requires colleges to provide students with annual notification of these rights. Northwood Technical College's annual notification appears in the student handbook. Students also receive notification of these rights via email at the beginning of each term. Students who suspect that a FERPA violation has occurred should contact the College registrar or contact the **Family Policy Compliance Office** within the U.S. Department of Education.

Policy Adopted: April 21, 2008

Policy Reviewed: February 12, 2021

A handwritten signature in black ink, appearing to read 'J. E. Hill', is written over a horizontal line.

PRESIDENT  
NORTHWOOD TECHNICAL COLLEGE