

Student Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students attending Camden County College certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Students should submit to the appropriate College official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the eligible student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Director of Student System records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e. directory information). One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College as an administrator, supervisor, instructor, or support staff member (including the College Nurse or security personnel); a person serving on the Board of Trustees; a person or company with whom the College has contracted to perform a special task (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

Revised May 6, 2009

Camden County College protects the privacy of students. Consequently, except as outlined in this policy, the College will release information to a third party, only when the student has granted express, written permission for such information to be released.

“Directory information” is generally available without consent of the student, provided the requestor submits the request for the information in writing, along with the purpose for the request. Directory information includes: student’s name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, and degrees and awards received. No information (including directory information) will be released by Camden County College for any commercial or profit-making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

Camden County College may disclose any directory information items without written consent, unless the student has restricted the distribution. Students have the right to restrict the distribution and/or publication of personal information such as address, and telephone number. Students must notify the Records and Registration Office in writing if they wish to restrict disclosure of any information.

Disclosure Without Student Consent

1. The College will disclose information to government agencies entitled to such information by law.
2. The College will disclose information in response to a lawfully issued subpoena.
3. The College will disclose information when necessary to determine the student’s eligibility for financial aid or to enforce the terms or conditions of financial aid that a student has received.