

A Summary Report from Washington

Notification of Rights under Family Educational Rights and Privacy Act Postsecondary Educational Institutions

The Family Educational Rights and Privacy Act (FERPA) affords Chowan College students certain rights with respect to their education records. The rights are as follows:

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives the request.

A student should submit to the registrar, vice-president for academic affairs, head of the academic department, or other appropriate official, written requests that identify the record(s) he/she wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Chowan College official to whom the request was submitted, that official shall advise the student of the correct official 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.

A student may ask the college to amend a record he/she believes is inaccurate or misleading. The student should write the Chowan College official responsible for the record, clearly indentifying the part of the record he/she wants changed, specifying 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 his or her 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 the disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Chowan College in administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, 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.

(Optional) Upon request, Chowan College discloses education records without

consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Chowan College to comply with the requirements of FERPA. The name and address of the Office

which administers FERPA follows:

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

As required by law, we are publishing this statement for both the reader's information and interest. A more detailed statement concerning Chowan College's compliance with FERPA relative to both education and directory information is available on request from the Office of the Registrar. Preparation and revision (2/24/97) by D. H. Nicholson, Registrar

Students afforded certain rights with respect to their education records

A more detailed statement concerning Chowan's compliance with FERPA available upon request



Eager 3-year-olds enjoy "dancing to color" in Green Hall Gallery with instructor Chris Rupsch, head of the Chowan art division, and a representative from Head Start during a "Day at College."



Joanne Nurney '99, from Capron, Va., helps a Head Start student create a tissue collage. The "Day at College" program was made possible by a North Carolina Arts Council grant.