

**Cochise College
Administrative Policy**

**Category: Students
Policy Number: 4009**

Title: Release of Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) controls access to student education records. Cochise College will make a reasonable effort to extend to students and their parents the rights granted by the act.

**Procedure 4009.1
Definitions**

For the purposes of this policy, the college has used the following definitions of terms.

1. Student - any person who attends or has attended Cochise College.
2. Parents or Guardians – any person who can establish to the satisfaction of the college that the student is a dependent for income tax purposes.
3. Education records - any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by the college or an agent of the college which is directly related to a student, except:
 - a. A personal record made by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the records.
 - b. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
 - c. Records maintained by Cochise College Security if the record is maintained solely for law enforcement purposes.
 - d. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

**Procedure 4009.2
Annual Notification**

1. Students will be notified of their FERPA rights annually by publication in the catalog, the student handbook and the class schedule.

2. Students may inspect and review their education records upon request to the appropriate record custodian.
3. Students should submit to the record custodian or an appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.
4. The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 calendar days or less from the receipt of the request.
5. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

**Procedure 4009.3
Right of College to Refuse Access**

Cochise College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statement of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend Cochise College or a component unit of Cochise College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

**Procedure 4009.4
Refusal to Provide Copies**

Cochise College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the college.
2. There is an unresolved disciplinary action against the student.

**Procedure 4009.5
Fees for Copies of Records, Except Transcripts**

The College charges for copies of records according to a fee schedule approved annually by the Governing Board.



The following is a list of the types of records that the college may maintain, their locations, and their custodians.

Types	Location	Custodian
Admissions Records	Records & Registration Cochise College 4190 W. Highway 80 Douglas, AZ 85607-9724	Registrar
Cumulative Academic Records (Current students and former students)	Records & Registration Cochise College 4190 W. Highway 80 Douglas, AZ 85607-9724	Registrar
Financial Records	Business Office Cochise College 4190 W. Highway 80 Douglas, AZ 85607-9724	Financial Officer
Job Placement Records	Human Resources Cochise College 901 N. Colombo Sierra Vista, AZ 85635	Human Resources
Progress Records	Student Development Center at each campus	Dean of Student Services
Financial Aid Records	Office for each Department	Appropriate Instructional Administrator
Financial Aid Records	Financial Aid Office Cochise College 4190 W. Highway 80 Douglas, AZ 85607-9724	Director of Financial Aid
Disciplinary Records	Student Services Office Cochise College 4190 W. Highway 80 Douglas, AZ 85607-9724	Dean of Student Services
Disciplinary Records	Student Services Office Cochise College 901 N. Colombo Sierra Vista, AZ 85635	Dean of Student Services

Procedure 4009.6
Disclosure of Education Records

The college will disclose information from a student's education records, including disciplinary records, only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - a. A person employed by the college in an administrative, supervisory, academic or research, or support staff position.
 - b. A person elected to the Governing Board.
 - c. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
2. A school official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student.
 - d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
3. To officials of another school, upon written request, in which a student seeks or intends to enroll.
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
5. In connection with a student's written request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the college.
8. To accrediting organizations to carry out their functions.

9. To parents or guardians of a student who claim the student as a dependent for income tax purposes. Parents must provide a copy of the last filed income tax return form as proof of a student's dependency prior to release of data. If a student is receiving financial aid, upon written request of parent or guardians, records in the Financial Aid Office at the college may be used as proof of dependency.
10. To comply with a judicial order or a lawfully issued subpoena according to the directions of the college's legal counsel. The college will make a reasonable attempt to notify the student in advance when non-directory information is to be released in response to subpoenas or court orders.
11. To appropriate parties in a health or safety emergency.
12. Request by Armed Services Recruiters covered under the Solomon Act.

**Procedure 4009.7
Disclosure of Campus Security Records**

Investigative reports and other records created and maintained by campus security are not considered education records subject to FERPA. Accordingly, institutions may disclose information and records from campus security to anyone, including outside law enforcement authorities, without student consent. The college designates the Dean of Student Services as the official responsible for communication with law enforcement units.

**Procedure 4009.8
Record of Requests for Disclosure**

The college will maintain a record of all written requests for and/or disclosure of information from a student's education records according to the schedule established by the Records Management Division, Arizona State Library, Archives and Public Records.

**Procedure 4009.9
Directory Information**

The college designates the following items as Directory Information: student name, major field of study, participation in officially recognized extracurricular activities and sports, dates of attendance, full-time or part-time enrollment, degrees received, and most recent previously attended institution. The college may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student in advance of any request.

**Procedure 4009.10
Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate official of the college to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The college may comply with the request or it may decide not to comply. If it decides not to comply, the college will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon written request, the college will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by the appropriate official or committee. The hearing is not a criminal or civil legal proceeding; however, the student may be accompanied by an advisor. The advisor may be an attorney; however, the advisor may not participate in the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The college will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the college decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the college discloses the contested portion of the record, it must also disclose the statement.

If the college decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.