



THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records.

NCCC complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. The Chief Academic Officer is the FERPA Compliance Officer for NCCC. For more information, call 800-729- 6222 (KS only) or 620-432-0302, office of the Vice President for Student Learning.

Upon request, any student of NCCC will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than forty-five (45) days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, a committee composed of faculty and administrators will hear all cases challenging the content of such records. Such hearings will be scheduled within ten (10) working days of receipt of a written request for said hearing.

No personally identifiable records from NCCC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

- a) school officials, including teachers and administrators, who have a legitimate educational interest;
- b) officials of schools to which the student wishes to transfer;
- c) authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
- d) in connection with the student's application, receipt or continued eligibility/status for financial aid, or
- e) a court order.

Should a student owe the College any delinquent amount, official records will not be released to the student or a third party. However, this does not preclude the student from personally reviewing his/her records and challenging any of the information. Financial aid transcripts may be sent at the request of other institutions.

The right to file a complaint with the US 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 is:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605