



Name of Policy: Family Educational Rights and Privacy Act (FERPA) – Summary of Student Rights
Source: Academic Affairs
Date Revised: July 2015; reviewed July 2016
Form to Complete: N/A

**Policy:**

**FERPA**, the Family Educational Rights and Privacy Act, is a federal law that governs release of and access to student education records. Education records are records that are directly related to a student and that are maintained by KCAI. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information, and student discipline files.

All students enrolled at KCAI have the right to:

1. Inspect and review their education records. Students should submit a written request to the Registrar that identifies the specific education record(s) they wish to review. There may be some information in a student's education records, such as parent financial records, that are not subject to review. Upon receiving a request, the Registrar has 45 days to notify students regarding time and place the review will take place. KCAI reserves the right to have a school official present during a student's review of his or her education records.
2. Request an amendment of their education record if they believe it is inaccurate or misleading. Students who wish to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part(s) of the record they want changed, and specify why it should be changed.

If the school decides not to amend a record as requested, the Registrar will notify students in writing of the decision and students' right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the

right to a hearing. In a situation where KCAI ultimately determines that it will not modify an education record as requested, the student will have the opportunity to include explanatory comments with the education record.

- Requesting an amendment to an education record is not the proper avenue for challenging course grades. A student may challenge a course grade by using the Course Grade Appeal policy.
3. Provide written consent before the college discloses personally identifiable information (PII) from education records, except to the extent that FERPA authorizes disclosure without consent. *See* 34 C.F.R. § 99.31. The school discloses education records without prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by KCAI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom KCAI has contracted as its agent to provide a service instead of using college employees or officials (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 their 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 responsibilities at KCAI.

While parents/guardians/spouses and others may have an interest in a student's education record, access to or release of the education record is only by written student consent, unless an exception applies.

Students must complete the "Student Release and Disclosure" form on ArtNet to grant specific person(s) access to information in their education records.

4. File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA requirements. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**All questions/concerns regarding FERPA should be directed to the Registrar.**