

Dual Credit FERPA Notice

Student Records

South Plains College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974, and institutional procedures in determining access to or the release of student records.

Student records are maintained by the following areas.

1. Academic Records: Admissions and Records Office, Dual Credit Office, Department and Faculty Offices, Advising and Testing Office, and Scholarship Office
2. Student Affairs Records: Dean of Students Office and Counseling Center
3. Financial Records: Business Office, Financial Aid Office and Special Services Office

A student's educational record normally consists of the following academic information: transcript of courses taken, grades earned, semester grade point average, cumulative grade point average, placement test scores information, admissions application, transcript and certificate evaluations, and tuition classification information.

Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include the following.

- 1.) The right to inspect and review the student's educational records within 45 days from the day the college receives a request for access. Students should submit to the Registrar, dean, departmental chairperson or other appropriate official, written requests that identify the record(s) they wish 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 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 educational records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that is believed to be inaccurate or misleading. The student should write the college official responsible for the record, clearly identify the part of the record to be changed, and specify why it's 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 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 disclosures of personally identifiable information contained in the student's educational record except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent include disclosure to school officials or individuals with legitimate educational interests. These individuals may include a person employed by South Plains College in an 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 Regents; 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 educational record in order to fulfill his or her professional responsibility. Upon request, South Plains College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by South Plains College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.