<table>
<thead>
<tr>
<th>RECOMMENDATION</th>
<th>VETTED PARTIES</th>
<th>JUSTIFICATION</th>
<th>REDLINED/EDITED CONTENT</th>
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<tr>
<td>STUDENT RECORDS (FERPA)</td>
<td>LEGAL (Vetted)</td>
<td>2.5.3 Student Records needed some adjustments based on the push to provide accurate and appropriate information to students and to employees about how and when personally identifiable information from the educational record will be released and to provide forms and procedures for such disclosures. DARS: All of the proposed changes and comments presented by DARS were addressed. DARS has been made aware of the new FERPA information and has been using the new forms since Fall 2018.</td>
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## Student Records

1. **Definitions**
   For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.
   
   A. "College" includes all colleges, educational centers, and District office.
   
   B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
     
     i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
     
     ii. 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.
     
     iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
     
     iv. **RECORDS MADE OR MAINTAINED BY A PHYSICIAN, PSYCHIATRIST, PSYCHOLOGIST, OR OTHER RECOGNIZED PROFESSIONAL OR PARAPROFESSIONAL, IF THE RECORDS ARE USED ONLY FOR TREATMENT OF A STUDENT OR MADE AVAILABLE ONLY TO THOSE PERSONS PROVIDING TREATMENT.**
     
     v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.
2. **Records Request**
   Official verification of educational records is issued by the Admissions and Records Office/Enrollment Services.

3. **Fees**
   If a copy(ies) of a portion or all of the records in a student’s file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. **Annual Notification** *(See Also FERPA Notification)*
   Students will be notified of their rights **ANNUALLY BY ELECTRONIC MAIL IN A FERPA ANNUAL NOTIFICATION.** **STUDENTS RIGHTS MAY ALSO BE PROVIDED VIA THE FOLLOWING MEANS:** FERPA ANNUAL NOTIFICATION PLACEMENT ON THE COLLEGE WEBSITE, PUBLICATION IN THE COLLEGE CATALOG AND/OR THE STUDENT HANDBOOK:

   Individuals requesting admission or enrollment at any of the Maricopa Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa County Community Colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services **THAT MCCCD OFFERS.**

5. **Rights of Access to Educational Records**
   The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. *(FERPA DEFINES AN “ELIGIBLE STUDENT” AS A STUDENT WHO HAS REACHED 18 YEARS OF AGE OR IS ATTENDING A POSTSECONDARY INSTITUTION AT ANY AGE).* These rights include:
A. **The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.**

1. Students should submit to the Admission & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. **THE FORM TO DO SO MAY BE FOUND HERE.** 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. **THERE MAY BE OCCASIONS WHEN A RECORD MAY NOT BE COPIED, ESPECIALLY IF DOING SO MAY COMPROMISE ANOTHER STUDENT OR FACULTY MEMBER'S PRIVACY.** THE COLLEGE OR DISTRICT MAY DENY ACCESS TO THE FOLLOWING RECORDS:
   a. PARENTS' FINANCIAL STATEMENTS;
   b. LETTERS OF RECOMMENDATION, IF THE STUDENT HAS WAIVED HIS OR HER RIGHT OF ACCESS;
   c. RECORDS FILED BEFORE JANUARY 1, 1975; OR
   d. RECORDS NOT INCLUDED IN THE FERPA DEFINITION OF EDUCATIONAL RECORDS.

3. **THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT AND ITS ASSOCIATED COLLEGES RESERVE THE RIGHT TO DENY COPIES OF RECORDS, INCLUDING TRANSCRIPTS, IN ANY OF THE FOLLOWING SITUATIONS:**
   a. **THE STUDENT HAS AN UNPAID FINANCIAL OBLIGATION TO THE COLLEGE OR DISTRICT;**
   b. **THERE IS AN UNRESOLVED DISCIPLINARY ACTION AGAINST THE STUDENT; OR**
   c. **THE EDUCATIONAL RECORD REQUESTED IS AN EXAM OR SET OF STANDARDIZED TEST QUESTIONS.**
B. *The right to request the amendment of the student's education records that the student believes to be inaccurate, or misleading.*

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

2. **A PROPER REQUEST TO CORRECT A STUDENT EDUCATION RECORD MUST:**
   a. BE WRITTEN TO THE COLLEGE REGISTRAR;
   b. CLEARLY IDENTIFY THE PART OF THE RECORD THEY WANT TO BE CHANGED; AND
   c. SPECIFY WHY THE RECORD IS INACCURATE OR MISLEADING.

3. **ANY WRITTEN REQUEST, WHICH DOES NOT INCLUDE THE REQUIRED INFORMATION, WILL NOT BE CONSIDERED AND THE REQUESTOR WILL BE NOTIFIED IN WRITING THAT THEIR REQUEST WAS NOT MADE PROPERLY.**

4. 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. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCCD Administrative Regulations.

C. *The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

1. WITH THE EXCEPTION OF DIRECTORY INFORMATION AND THE VARIOUS FERPA AUTHORIZED DISCLOSURES WITHOUT CONSENT, THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT OR ITS ASSOCIATED COLLEGES MUST RECEIVE WRITTEN CONSENT FROM STUDENTS BEFORE DISCLOSING ANY PERSONALLY IDENTIFIABLE
INFORMATION FROM EDUCATIONAL RECORDS. THE FERPA RELEASE OF INFORMATION CONSENT MAY BE FOUND HERE.

CONDITIONS OF DISCLOSURE WITHOUT CONSENT
FERPA permits the disclosure of personally identifiable information (PII) from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructors, administrators, supervisors, governing board members, academic or support staff, law enforcement and health staff, within the MCCCD whom the college or district has determined to have legitimate educational interests. 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. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(l)(B)(1) – (A)(1)(l)(B)(2) are met. (§99.31(A) (1))

2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))

3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of
Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college’s state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))

5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, validate, or administer predictive tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6)

6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))

7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))

8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A) (9))

9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))

10. Information the college has designated as “Directory Information” under §99.37. (§99.31(A) (11))

11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results
of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))

12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or polices with respect to the allegation made against him or her. (§99.31(A) (14)).

13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCD or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: [https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-8](https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-8)

**D. The right to file a complaint with the US Department to 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
400 Maryland Ave., S.W.
Washington, DC 20202-5920

AND PERSONALLY IDENTIFIABLE INFORMATION (PII) CONTAINED IN SUCH RECORDS—INCLUDING SOCIAL SECURITY NUMBER, GRADES, OR OTHER PRIVATE INFORMATION—MAY BE ACCESSED WITHOUT STUDENT CONSENT. FOR MORE INFORMATION ON THIS AMENDMENT, PLEASE SEE: HTTPS://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACT-FERPA

F. Student Directory Information

1. A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or NOTIFY THE ADMISSION & RECORDS OFFICE/ENROLLMENT SERVICES. STUDENTS SHOULD CONSIDER VERY CAREFULLY THE CONSEQUENCES OF A DECISION TO WITHHOLD DIRECTORY INFORMATION. A PRIVACY BLOCK WILL CALL FOR THE COLLEGE OR DISTRICT TO NOT RELEASE THIS DIRECTORY INFORMATION. THEREFORE, ANY FUTURE REQUESTS FOR SUCH INFORMATION FROM NON-INSTITUTIONAL PERSONS OR ORGANIZATIONS WILL BE REFUSED.

2. STUDENTS MAY REQUEST THEIR COLLEGE TO WITHHOLD THE SHARING OF DIRECTORY INFORMATION BY FILING OUT A REQUEST TO WITHHOLD DIRECTORY INFORMATION FORM AND SUBMITTING THAT FORM TO THE COLLEGE ADMISSION & RECORDS OFFICE/ENROLLMENT SERVICES. DIRECTORY INFORMATION IS CONSIDERED PUBLIC INFORMATION. AT ANY MARICOPA COMMUNITY COLLEGE, DIRECTORY INFORMATION IS DEFINED AS A STUDENT'S:

A. NAME
B. ADDRESS
C. PHONE NUMBER
D. MCCCD EMAIL ADDRESS
E. PHOTOGRAPH/ELECTRONIC IMAGE
F. PLACE OF BIRTH
G. MAJOR FIELD OF STUDY
H. CURRENT ENROLLMENT STATUS
I. PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES
J. DATES OF ATTENDANCE
K. DEGREES AWARDED
L. AWARDS AND ACADEMIC HONORS RECEIVED/DEAN’S LIST
M. PREVIOUS INSTITUTIONS ATTENDED
N. PROGRAM AND PROMOTIONAL MATERIALS ON PARTICIPANTS IN VARIOUS SPORTS AND SIMILAR PUBLIC ACTIVITIES, INCLUDING WEIGHT AND HEIGHT OF ATHLETIC TEAM MEMBERS.

G. Disclosure to Parents
In accordance with federal law, college officials may disclose educational records to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

RELEASE OF DIRECTORY (PUBLIC) INFORMATION

AT ITS DISCRETION, THE COLLEGE OR DISTRICT MAY PROVIDE DIRECTORY INFORMATION IN ACCORDANCE WITH THE PROVISIONS OF FERPA. TYPES OF INFORMATION CONSIDERED AS DIRECTORY INFORMATION ARE LISTED BELOW. ADDITIONAL INFORMATION MAY BE FOUND AT: DISTRICT.MARICOPA.EDU UNDER CONSUMER INFORMATION.

DIRECTORY (PUBLIC) INFORMATION AT MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT AND ITS ASSOCIATED COLLEGES

NAME
ADDRESS
PHONE NUMBER
EMAIL ADDRESS
PHOTOGRAPHS
ELECTRONIC IMAGES
DATE AND PLACE OF BIRTH
MAJOR FIELDS OF STUDY
CURRENT ENROLLMENT STATUS
PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES
DATES OF ATTENDANCE
DEGREES
AWARDS AND ACADEMIC HONORS RECEIVED
DEAN'S LIST SELECTION
PREVIOUS INSTITUTIONS ATTENDED
PROGRAM AND PROMOTIONAL MATERIALS ON PARTICIPANTS IN VARIOUS
SPORTS AND SIMILAR PUBLIC ACTIVITIES, INCLUDING WEIGHTS AND HEIGHTS OF
ATHLETIC TEAM MEMBERS
DIRECTORY INFORMATION IS CONSIDERED PUBLIC INFORMATION.

PRIVACY OF DIRECTORY (PUBLIC) INFORMATION

BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION

BY DEFAULT, A COLLEGE OR DISTRICT MAY RELEASE A STUDENT'S DIRECTORY
INFORMATION. STUDENTS MAY PROHIBIT (OR BLOCK) THE PUBLIC DISCLOSURE
OF DIRECTORY INFORMATION BY COMPLETING A PRIVACY BLOCK FORM.

STUDENTS SHOULD CONSIDER VERY CAREFULLY THE CONSEQUENCES OF A
DECISION TO WITHHOLD DIRECTORY INFORMATION. A PRIVACY BLOCK WILL
CALL FOR THE COLLEGE OR DISTRICT TO NOT RELEASE THIS DIRECTORY
INFORMATION. THEREFORE, ANY FUTURE REQUESTS FOR SUCH INFORMATION
FROM NON-INSTITUTIONAL PERSONS OR ORGANIZATIONS WILL BE REFUSED.

ALTHOUGH THE COLLEGE OR DISTRICT WILL HONOR A STUDENT'S REQUEST TO
WITHHOLD DIRECTORY INFORMATION, IT CANNOT ASSUME RESPONSIBILITY TO
CONTACT THE STUDENT FOR SUBSEQUENT PERMISSION TO RELEASE THIS
INFORMATION. REGARDLESS OF THE EFFECT UPON THE STUDENT, THE COLLEGE
OR DISTRICT ASSUMES NO LIABILITY AS A RESULT OF HONORING A STUDENT'S
INSTRUCTIONS TO WITHHOLD SUCH INFORMATION.

A FEW OTHER NOTES:
• IF A STUDENT BLOCKS DIRECTORY INFORMATION, IT STILL MAY BE INSPECTED BY THOSE MCCCD OFFICIALS AUTHORIZED BY LAW TO INSPECT EDUCATION RECORDS WITHOUT CONSENT.
• IF A STUDENT CHOOSES TO BLOCK DIRECTORY INFORMATION, IT CANNOT BE RELEASED TO FRIENDS, FAMILY, PROSPECTIVE EMPLOYERS, THE NEWS MEDIA, ADVISORS, STUDENT ACTIVITIES, AND HONORS SOCIETIES.
• SOME REASONS FOR CONSIDERING A PRIVACY BLOCK ON DIRECTORY INFORMATION INCLUDE HARASSMENT OR THE ADVICE OF A LEGAL OR MEDICAL PROFESSIONAL.
• IF A STUDENT WISHES TO KEEP PUBLIC DATA PRIVATE BUT RELEASE INFORMATION SO IT CAN BE PUBLISHED IN COMMENCEMENT PROGRAMS AND HONORS LISTS, CONTACT THE OFFICE OF ADMISSIONS & RECORDS/ENROLLMENT SERVICES AT THE APPROPRIATE COLLEGE(S).

IF A STUDENT WISHES TO REMOVE THE PRIVACY BLOCK, HE OR SHE MUST RESCIND THE PREVIOUS BLOCK. THE COLLEGE AND DISTRICT CANNOT ASSUME RESPONSIBILITY TO CONTACT STUDENTS FOR SUBSEQUENT PERMISSION TO RELEASE THIS INFORMATION. IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO INITIATE THE RELEASE OF BLOCKED INFORMATION.

USING SOCIAL SECURITY NUMBERS

DUE TO IDENTITY THEFT CONCERNS AND PRIVACY ISSUES, STUDENTS WILL NO LONGER BE ASKED TO PROVIDE A SOCIAL SECURITY NUMBER AS A PERSONAL IDENTIFIER. INSTEAD, STUDENTS WILL BE ASSIGNED A STUDENT ID NUMBER UPON ENROLLMENT THAT CAN BE USED TO ACCESS EDUCATION RECORDS, AS NEEDED.