Privacy and Access to Student Records

The NTC policy on privacy of records and releasing of information follows the directives outlined in the Family Education Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should present to the Registrar, or appropriate Vice President, or head of the academic department, or other appropriate College official assigned 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 College official to whom the request was submitted does not maintain the records, that official shall advise the student of the official to whom the request should be addressed. At the time of viewing, the student will present some form of picture identification, such as a valid driver’s license, before being allowed to view the record.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is 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 appeal the decision through the College Appeal Process. Information on the appeal process can be obtained at the Student Success Office at the main campus.

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

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the 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, D.C. 20202-4605
EXCEPTIONS UNDER FERPA

Directory Information
The use of the term Directory Information does not imply that the College actually has a document containing Student Directory Information, or that the College has any obligation to produce such a document. The term Directory Information is a legal term applying to that information that the College can release, without student consent, to any third party.

The College has defined Directory Information as the following:

- Student name
- Student address and phone number
- Full-time or part-time status
- Major field of study
- Dates of attendance
- Degrees and awards received
- Photos and videos of students for use in College press releases, publications and websites

According to federal law, the College must release to the U.S. Armed Forces student name, address, phone number, date of birth and field of study. The College will release this additional directory information to the U.S. Armed Forces unless a restriction to disclose has been placed on the student’s record (note information below).

Students have the right to restrict the disclosure of Directory Information. To restrict the disclosure of Directory Information, a student may file a written request with the Records Office at the main campus. This request to restrict disclosure of Directory Information will be honored until such time as the student notifies the Records Office, in writing, to the contrary.

Any and all information that any area of the College may have concerning a student, not listed above, is non-Directory Information. As such, none of this information can be released to any third party without the written permission of the student.

Only authorized personnel can release Directory Information over the telephone, as long as the student does not have a privacy flag on his/her record.

For release of information other than Directory Information to parents or any third party, the student must provide written permission to the College for such information. The written permission must include the specific information to be released and the period of time information may be released. An individual may write a letter stating what information may be released or complete an “Authorization to Release Confidential Information” form, which is available in the Student Success Offices.
**Authorized Federal, State and Local Authorities**

Student authorization is not required for disclosure to an authorized representative of the following individuals or entities:

- The Comptroller General of the United States
- The Secretary of the U.S. Department of Education
- The Department of Homeland Security
- The Immigration and Customs Enforcement Bureau
- State educational authorities
- Any party legitimately connected with a student’s application for, or receipt of, financial aid
- Accrediting organizations
- Agencies involving an audit or evaluation of compliance with education programs
- Organizations conducting studies for or on behalf of educational institutions

**Other Institutions**

NTC may release information to another educational agency or institution to which a student seeks or intends to enroll. This exception includes schools in which a student is dually enrolled as part of a shared program.

**Emergency Situations**

Information can be released to law enforcement personnel, emergency personnel and College officials in an emergency in order to protect the health or safety of students or other persons.

**Legitimate Educational Interest**

Officials of the College who are determined by the College to have a legitimate educational interest may have access to student records without obtaining consent from the student.

**Officials of the College are defined as:**

- Persons employed by the school in an administrative, supervisory, academic, research or support staff position
- Persons serving on school governing bodies, and persons employed by or under contract to the College to perform a specific task such as an attorney or auditor

An official has a legitimate educational interest if they need to:

- Perform duties specified in their job description or under terms of contractual agreement
- Provide campus services related to a student such as advising, financial aid and counseling
- Conduct tasks related to a student’s education or campus discipline
**Judicial Order**
Information must be released to comply with a judicial order or lawfully issued subpoena. However, the College will make a reasonable effort to notify the student (or parent) of the order or subpoena in advance of compliance, so that the student (or parent) may seek protective action. However, if the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will comply and notification to the student (or parent when appropriate) will be withheld.

**Disciplinary Hearing**
The results of a disciplinary hearing may be released to an alleged victim of a crime of violence without the permission of the accused.

Personnel employed by the College who have consent in the form of a written release of information, signed by the student, may disclose student information to appropriate outside agencies or persons.