

CONFIDENTIALITY OF STUDENT INFORMATION (FERPA)

Part 1. Definitions

The following definitions apply to this policy:

Subpart A. FERPA

Family Educational Rights and Privacy Act, the federal law which defines how student data is treated.

Subpart B. Student

An individual who has either applied for enrollment, who is currently enrolled, or has been formerly enrolled at Lac Courte Oreilles Ojibwe College. All students have the same rights regarding their educational data.

Subpart C. Educational records

Those records directly related to a student and maintained by Lac Courte Oreilles Ojibwe College. Educational records include, but are not limited to admissions materials, financial aid records, transcripts, class lists, class schedules, graded exams or papers, records of disciplinary proceedings, photographs, and work study records. Certain information is exempted from the definition of “education record,” including:

1. “Sole possession” notes of individuals record which remain in the sole possession of the maker, are used only as a personal memory aid, are not accessible or revealed to any other individual, and are destroyed at the end of the school year.
2. Alumni records - information about individuals when no longer students.
3. Medical treatment records, only accessible by treatment providers.
4. Records held as part of documentation required by the Office of Disabilities Services.

Subpart D. School official

A person employed by Lac Courte Oreilles Ojibwe College in an administrative, supervisory, academic, or support employees position; a person or company with whom Lac Courte Oreilles Ojibwe College; a student serving on an official college committee; a college security officer acting in a health or safety emergency; or a person 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 to fulfill his or her professional responsibility.

Part 2. Student rights under FERPA

A student has a right to inspect and review his or her educational records. Requests should be made in writing to the Registrar. Lac Courte Oreilles Ojibwe College will provide access to view educational records immediately if possible, or within ten days of the student’s request. A student requesting a copy of his or her educational records will be assessed the cost according to current college fee rates. More information is below under “Procedure to inspect education records.” A student has a right to consent to disclosures of information, which identify him or her personally, except to the extent that these disclosures are allowed without student consent under state and federal law. A student has the right to request that the Office of Registrar correct educational records, which he or she believes to be inaccurate or misleading. The student should petition the Registrar and clearly identify the part of the record they want changed as well as why the record is inaccurate or misleading. More information is below under “Procedure to correct education records.”

Note: The right to challenge a grade does not apply under this policy.

Part 3. Notification

Students will be notified of their FERPA rights through publications of the policy on the College website and in the Student Handbook.

Part 4. Complaints

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lac Courte Oreilles Ojibwe College to comply with the requirements of FERPA. Students desiring to file a complaint should address the complaint to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605

Part 5. Consent for release

Lac Courte Oreilles Ojibwe College will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA or other applicable law. A student may grant consent by completing an Authorization to Release Student Information form, available from the Registrar's Office.

Part 6. Directory information

Directory information is information not generally considered harmful or an invasion of privacy if disclosed to the public. LCOOC has the authority to release the following information classified as directory information to the public:

1. Student's name
2. Address (local and permanent)
3. Telephone Number
4. E-mail address
5. Hometown
6. Date of graduation
7. Major field of study
8. Enrollment status (i.e., enrolled, withdrew, full-time or part-time)
9. Degrees, honors, and awards received
10. Dates of attendance
11. Participation in officially recognized activities
12. Photographs

Students may direct that any or all the above-listed Directory Information be withheld from public disclosure by notifying the Registrar in writing. Non-Disclosure of Public Information forms are available from the Registrar's Office.

Part 7. Identity Verification

College personnel will verify a student's identity before sharing non-directory information. The following steps will be taken to verify a student's identity:

In Person:

College personnel will request the student to input their Student ID number or Social Security Number (SSN) and request to see a picture ID. If a picture ID is not available, the LCOOC employee will ask the student to verify their full name and one or more of the following:

1. Student's address
2. Student's date of birth
3. Student's email address
4. Student's telephone number

Telephone Calls:

Before providing information via telephone, college personnel will verify the identity of the individual requesting information by verifying the student's full name and Student ID Number or SSN and in addition, one or more of the following:

1. Student's address
2. Student's date of birth
3. Student's email address
4. Student's telephone number

Emails:

Before providing information via e-mail, college personnel will verify the identity of the individual requesting information by verifying the student's full name and Student ID Number or SSN and in addition, one or more of the following:

1. Student's address
2. Student's date of birth
3. Student's email address
4. Student's telephone number

Part 8. Release without consent

As allowed under FERPA, Lac Courte Oreilles Ojibwe College has the right to release student records without student consent under certain conditions. Examples of release without consent include the following individuals and agencies:

1. Appropriate school officials with a legitimate educational interest.
2. Specified officials for audit, accrediting, or evaluation purposes.
3. Appropriate parties in connection with providing financial aid to a student.
4. Appropriate officials in cases of health and safety emergencies.
5. State and local authorities pursuant to specific State law.
6. Compliance with a judicial order or lawfully issued subpoena.
7. Military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act. In addition to directory information, Lac Courte Oreilles Ojibwe College must disclose address, telephone number, and date of birth.

8. The National Student Clearinghouse for the purpose of providing enrollment and graduation verification to employers and financial lenders.
9. Another educational agency or institution, where a student intends to enroll, is enrolled, or from which a student receives services.

A student may direct that any or all the directory information be withheld from public disclosure by notifying the Registrar in writing. The non-disclosure request will be permanent unless the student requests otherwise. For questions concerning your rights, please contact the Registrar.

Part 9. Course grades and student transcripts

Course grades and transcripts are an essential element of student records and the following supplemental policies shall govern these records at Lac Courte Oreilles Ojibwe College. Instructors will take care to not reveal individual student grades. If grades are posted at a location accessible to all students, no personal identification, including name, social security number, or any part of those identifiers may be used in conjunction with posted grades.

1. Student grades will not be revealed over the phone,
2. All requests for transcripts must be received in writing by fax, mail, or in person.

Part 10. Procedure to inspect education records

Students may inspect and review records upon request to the Registrar. Students should submit a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar or an appropriate Lac Courte Oreilles Ojibwe College employee's person will plan for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in ten days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records, which relate to him or her. Under FERPA, a college or university cannot deny students access to their education records; however, it may deny copies in circumstances specified by institutional policy. Lac Courte Oreilles Ojibwe College reserves the right to deny copies of any of the following records:

1. The financial records or statements of the student's parents or legal guardians.
2. Letters and statements of recommendations for which the student has waived his or her right to access.
3. Those records which are excluded from the FERPA definition of education records.
4. Official transcripts when there is a Bursar's Office, Registrar's Office, or library hold on the student record. However, unofficial transcripts will be released regardless of holds on a student record.
5. Educational records that include a set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record and therefore is not subject to FERPA access provisions).

Part 11. Procedure to correct education records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are procedures for the correction of records:

1. A student must request, in writing, that the Registrar amend a record. In so doing, the student must identify the part of the record to be amended and specify why student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. The Registrar will decide whether to comply with the request. If the College decides not to comply, the Registrar will notify the student of the decision and advise the student of his or

- her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Lac Courte Oreilles Ojibwe College will arrange for a hearing and notify the student in advance of the date, place, and time of the hearing.
 4. The hearing will be conducted by the Dean of Academic Affairs and Dean of Student Affairs. The student shall be afforded ample opportunity to present evidence relevant to issues raised in the original request to amend the student's education records. The student may be assisted by a Lac Courte Oreilles Ojibwe College faculty or employee member serving in an advisory capacity.
 5. The Dean of Academic Affairs and Dean of Student Affairs will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 6. If Lac Courte Oreilles Ojibwe College decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, the record will be amended and the student notified, in writing, of the change.
 7. If Lac Courte Oreilles Ojibwe College decides that the challenged information is not inaccurate, misleading, or in violation of the student's privacy rights, the student will be notified that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
 8. The statement will remain part of the student's education records if the contested information is maintained. If Lac Courte Oreilles Ojibwe College discloses the contested portion of the record, it must also disclose the student's statement.

*Each student has the right under FERPA to file with the Department of Education a complaint under FERPA Regulations 99.63 and 99.64 concerning alleged failures by Lac Courte Oreilles Ojibwe College to comply with the requirements FERPA.

Part 12. Notice of data practices access personnel

The Responsible Authority for data practices compliance and access to government data for Lac Courte Oreilles Ojibwe College is the Registrar. Questions and requests for student data should be directed to the Registrar. Requests for Personnel Data should be directed to the Director of Human Resources.