



Pikes Peak State College (PPSC) Educational Procedure

EP 035 – Family Educational Rights and Privacy Act (FERPA)

Originated:

Unknown

Revised:

September 2024

December 2016

References:

[CCCS Board Policies & System Procedures](#): BP 4-80 – Student Educational Records and Directory Information and SP 4-80a – Student Educational Records and Directory Information

PPSC Form: [FERPA - Student Consent Record Release](#)

Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College

Jacquelyn Gaiters-Jordan (Oct 7, 2024 08:13 MDT)

Signature

10/07/2024

Date

Joseph Miller

Faculty Senate President, Pikes Peak State College

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Date

Deidre Schoolcraft

EP Committee Chair, Pikes Peak State College

Deidre Schoolcraft (Oct 7, 2024 09:17 MDT)

Signature

10/07/2024

Date

I. Purpose:

The purpose is to inform all PPSC employees of the FERPA requirements and how they are implemented.

II. Scope:

All PPSC Employees and Students.

III. Procedure:

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

1. The right to inspect and review the student's education records within 45 days of the day Pikes Peak State College receives a request for access. A student should submit to the Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, they 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 which the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask PPSC to amend a record should write the PPSC official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If PPSC decides not to amend the record as requested, PPSC will notify the student in writing of the decision and the student's 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 provide written consent before PPSC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. PPSC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 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 their professional responsibilities for the college. Upon request, PPSC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. Students can give consent for others (such as a guardian or agency) to access their records or speak to college representatives (such as instructors). The [FERPA Consent to Release Student Information](#) Form can be submitted on the myPikesPeak Portal. School officials can access these permissions in Navigate 360 on the "Reports/Notes" tab for each student.

DIRECTORY INFORMATION:

The Colorado Community College System considers the following to be directory information and PPSC staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing:

- Student name
- Student participation in officially recognized activities and sports
- Student major field of study
- Dates of student attendance
- Degrees/certificates, honors, and awards the student has received
- Most recent educational institution attended by the student
- Directory information is limited to the current academic year only.

Additionally, student names may be released for graduation listings and lists of special awards, honors, and events released to the news media. All other information contained in student records is considered private and not open to the public without written consent.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College/University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
[Student Privacy Policy Office](#)
400 Maryland Avenue, SW
Washington, DC 20202-8520











EP 035_FERPA_and_Directory 10.4.2024

Final Audit Report

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