



<b>Policy Name:</b>	FERPA Compliance					
<b>Section Number:</b>	5.04	<b>Section Title:</b>	Student Affairs			
<b>Policy Owner:</b>	Chief Student Affairs Officer		<b>Last updated:</b>	February 2020	<b>Reviewed:</b>	March 2020
<b>Status:</b>	Active		<b>Due for Review:</b>	March 2025		

Notice is hereby given that Jones County Junior College (Jones College), through action of the Administration, will implement the following policy concerning the "Family Education Right and Privacy Act of 1974." Copies of the full policy are available in Student Affairs.

1. Any student enrolled in a post-secondary school assumes the rights formerly accorded parents unless they are a dependent under section 152 of the Internal Revenue Code of 1954. Jones County Junior College assumes that all students are independents unless notified otherwise by the student during registration in the Office of Student Affairs. Proper forms must be obtained, completed and returned to the Office of Student Affairs no later than five (5) calendar days after the completion of registration. Parents will not be consulted on grades, discipline and absentee matters of independent students.
2. The Jones College Administration is following the policy of allowing students, upon request, rapid access to their records. Records are in the Student Records Office, located on the 2nd floor of the Tisdale Library.
3. Students have the right and are encouraged to inspect and review their educational records to ensure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other right of students. Students are also provided with the privilege of requesting correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
4. Students and former students have the right to inspect and review their individual educational records in the presence of a qualified staff member in the area of Student Records. The student may petition the Office of Student Affairs to remove information from their file or to place information in the file.
5. Students have a right to file a complaint with the U.S. Department of Education regarding problems occurring with records.
6. The law allows "directory information" about students to be made public without specific permission. However, independent students or parents of dependent students may request that all the information about the student be deleted from publications of yearbooks, student directories, honors rosters, athletic contest programs, and graduation programs unless the Office of Student Affairs is notified in writing to the contrary by the first five days after registration. The administration is allowing the following directory information to be made public through one of

more of these publications: the student's name, address, telephone number, date and place of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, religious preference as indicated, schedule, class roster, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Jones College may disclose any of these items without prior written consent. Forms for making this request are available in the Office of Student Affairs.

7. Jones County Junior College will not release to any third party, the educational record of students without their written consent other than the following exceptions:
  - a. School officials, including teachers, who have legitimate educational interest
  - b. Officials of other schools after a student has transferred
  - c. State or federal officials for audit purposes or for reporting information required by state statute
  - d. Financial aid officials in connection with a student's application for aid
  - e. Educational agencies for developing, validating, and administering predictive tests if such information will not permit identification of individual students
  - f. Accreditation organizations in order to carry out their functions
  - g. Appropriate persons who need information to protect the health or safety of student Jones College will maintain a record of individuals having access to the educational records of each student. With the exception of category 7A above, this record will contain the signature, the date, and the reason for needing access.

Inquiries to the above may be directed to the Office of Student Affairs.