

QUINSIGAMOND COMMUNITY  
COLLEGE

FAMILY EDUCATIONAL  
RIGHTS  
AND  
PRIVACY ACT POLICY  
STATEMENT

March 2023

## QUINSIGAMOND COMMUNITY COLLEGE

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY STATEMENT

#### DEFINITIONS

For the purpose of this Policy, Quinsigamond Community College has used the following definitions of terms:

**Student:** Any person who attends, or has attended, Quinsigamond Community College.

**Education Records:** Any record (in handwriting, print, tapes, film, or other medium) maintained by Quinsigamond Community College, or by a party acting for the College which is directly related to a student, except:

1. 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.
2. An employment record of an individual whose employment is not contingent on the fact that she, or he, is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by Quinsigamond Community College Public Safety Department, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the Department does not have access to education records maintained by the College.
4. Records maintained by the Health Office, if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College.

## ANNUAL NOTIFICATION

Quinsigamond Community College is required by Section 99.7, of the FERPA Regulations, to provide students annual notification of their FERPA rights. Quinsigamond Community College will use the following method to notify students annually.

Students will be notified of their FERPA rights, annually, by publications in the Student Handbook and College Catalog.

## PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian, or an appropriate College staff person, a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian, or an appropriate College staff person, will make the needed arrangements 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 45 days or less from the 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.

## RIGHT OF COLLEGE TO REFUSE ACCESS

Quinsigamond Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived her or his right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Quinsigamond Community College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

## REFUSAL TO PROVIDE COPIES

Quinsigamond Community College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to Quinsigamond Community College.
2. There is an unresolved disciplinary action against the student.

## FEES FOR COPIES OF RECORDS

The fee for copies will be one dollar per page.

## TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the College maintains, their locations and their custodians.

TYPES	LOCATION	CUSTODIAN
Admissions Records	Registrar's Office Room 152A	Registrar
Cumulative Academic Records (Current students and five years after graduation or withdrawal)	Registrar's Office Room 152A	Registrar
Cumulative Academic Records (Former students; five years after graduation or withdrawal)	Registrar's Office Room 152A	Registrar
Health Records	Registrar's Office Room 152A	Registrar

TYPES	LOCATION	CUSTODIAN
Financial Aid Records	Financial Aid Welcome Center in the Harrington Learning Center	Director of Financial Aid
Financial Records	Business Office Room B07-A	Comptroller
Placement Records	Academic Planning Room 374A	Director of Testing
Progress Records	Registrar's Office Room 152A	Registrar
Disciplinary Records	Assistant Dean of Students Office Room 383A	Custodian Vice President of Enrollment and Student Services
Occasional Records (Student education records not included in the types listed above; such as, copies of correspondence in offices not listed, etc.)	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	The College staff person who maintains such occasional systems records.

### DISCLOSURE OF EDUCATION RECORDS

Quinsigamond Community College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the College in an administrative, supervisory, academic or research position.
- A member of the Board of Trustees.

- A person employed by or acting for the College to perform a special task, such as, the attorney or auditor.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as, Health Care, Counseling, Job Placement or Financial Aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the United States Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported educational programs.
4. In connection with a student's request for or receipt of Financial Aid, as necessary to determine the eligibility, amount or conditions of the Financial Aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for, or on behalf of, the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To an alleged victim of any crime of violence or the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime, with respect to that crime.

## RECORD OF REQUESTS FOR DISCLOSURE

Quinsigamond Community College will maintain a record of all requests for and/or disclosure of information from a student's education records, except when the disclosure was made to:

1. The eligible student.
2. A school official who has been determined to have legitimate educational interest.
3. A party with written consent from the eligible student.
4. A party seeking Directory Information only.

The record will indicate the name of the party making the request, any additional party to who it may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

## DIRECTORY INFORMATION

Quinsigamond Community College designates the following items as Directory Information: student's name, address, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, full-time/part-time status. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary by the first day of each term.

## CORRECTION OF 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. Following are the procedures for the correction of records:

1. A student must ask (appropriate official of) Quinsigamond Community College to amend a record. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading, or in violation of his or her privacy, or other rights.
2. Quinsigamond Community College may comply with the request, or it may decide not to comply. If it decides not to comply, Quinsigamond Community College will notify the student of the decision and advise him 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, Quinsigamond Community College will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present

5. evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
6. Quinsigamond Community College 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.
7. If Quinsigamond Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a 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 be maintained as part of the student's education records, as long as the contested portion is maintained. If Quinsigamond Community College discloses the contested portion of the record, it must also disclose the statement.
9. If Quinsigamond Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing, that the record has been amended.