



Student Educational Records-Access and Privacy

Notice to Students:

At its discretion, Luna Community College may provide “directory information” in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have the following rights in regards to their educational records:

1. The right to inspect and review their education records within a reasonable time, not to exceed 45 working days, upon making an official written request and obtaining an appointment to do so.
2. The student may challenge inaccurate or misleading information contained in their educational records. Challenges must be made in writing and forwarded to the Office of the Registrar.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes exceptions without consent. Exceptions include but are not limited to: school official’s with a legitimate educational interest, compliance with a judicial order or lawfully issued subpoena, officials for audit or evaluation purposes, in an emergency involving the health or safety of a student or other person and directory information*.
4. The right to file a complaint with the U.S. Department of Education Family Compliance Office concerning alleged failures by the college to comply with the requirements of FERPA.

Complaints may be forwarded to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

*Directory information at Luna Community College is the students’ name, address and telephone number, place and date of birth, dates of attendance, grade level (such as freshman or sophomore), enrollment status, previous institutions attended, major field of study, Degrees/Certificates conferred and date or anticipated date of graduation, awards and honors received (including academic honors list), Individually identifiable photographs and electronic images, past and present participation in officially recognized sports and activities, weight and height of members of athletic teams. Directory information may be published or released unless the student has requested in writing that directory information be withheld and forwarded to the Registrar’s Office within two weeks after the first day of class of each term and will be maintained for one academic year.