



Notice to Students:

At its discretion, Luna Community College may provide “directory information” in accordance with the provision of the Family Education Rights and Privacy Act Of 1974 (FERPA). Students have the following rights regarding 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 officials with legitimate educational interest, compliance with a judicial order or lawfully issued subpoena, officials for Audit or evaluation purpose, 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 the FERPA.

Complaints may be forwarded to:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

* Luna Community College has defined the following as public directory information:

- Name, address and telephone number
- Level (such as freshman or sophomore)
- 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 Office of the Registrar within two weeks after the first day of class of each term will be maintained for one academic year.