

DID YOU KNOW...

that as a COS student you have certain rights under the Family Educational Rights and Privacy Act (FERPA)? FERPA is the federal law that governs and protects the release of and access to your student educational records.

FERPA rights include:

- 1** The right to inspect and review your education record within 45 days of the day the College receives a request for access. Students should submit to the Dean, Student Services, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official 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 College official to whom the request was submitted., that official shall advise the student of the correct official to whom the request should be addressed.
- 2** The right to request the amendment of your education record if you believe it is inaccurate or misleading. You may ask the College to amend a record that you believe is inaccurate or misleading. You should write the College official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the records as requested by you, the College will notify you of the decision and advise you of your right to appeal the decision.
- 3** The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is 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 (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 her/his tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibility.
- 4** The right to file a complaint with the U.S. Department of Education concerning alleged failures by College of the Sequoias to comply with the requirements of FERPA.

With some exceptions, College of the Sequoias does not release student record information without the express written consent of the student.

Information that is considered directory information, however, may be released without the student's consent.

At COS, we consider the following to be directory information:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major
- Photographs
- Weight and height of athletes
- Most recent school attended
- Activities
- Dates of attendance
- Degrees and awards received
- Institutions attended

You have the right to withhold the release of directory information by placing a "Directory Hold" on your COS admission application, but please note:

- The "Directory Hold" may prevent us from releasing information to verify your enrollment to scholarship organizations, loan agencies and future employers. The "Directory Hold" will also prevent us from listing or releasing your name related to Dean's and Chancellor's lists, your commencement program or any other college publication.
- A "Directory Hold" applies to all elements of directory information on your record.

You may find a copy of the complete Family Educational Rights and Privacy Act, as well as more details about your rights in the College of the Sequoias Academic Catalog located in the COS website:

<https://catalog.cos.edu/admissions-matriculation/#studentrightsresponsibilitiestext>

If you have further questions about FERPA or your rights, please contact:

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