



Students Right to Know: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of student education records. Because WCCCD maintains data and records that are essential to students, WCCCD has both the right and responsibility to manage, secure, and control student records. According to regulations outlined in FERPA, students have the right to:

- Inspect and review education records within 45 days of request. Students should submit a written request to the Vice Chancellor of Student Services that identifies the records they would like to inspect. As a result of the request, the WCCCD will facilitate the request by making arrangements with the student to provide the time and location for requested inspection of their records.
- Amend their education records. The student may request that information in their student records be amended by WCCCD if they find that the information may be misleading or inaccurate. Students should provide a written correspondence clearly specifying why the information is misleading and inaccurate. In response to the written correspondence, WCCCD will notify the student of the final determination and advise the students of their right to a hearing in regards to the request for amendment. Please see the [Student Handbook](#) for additional information on requests for hearings.
- Consent to or withhold disclosure of personally identifiable information maintained in student education records with the exception of information authorized by FERPA for disclosure without consent. If you have any questions in regards to withholding personally identifiable information, please contact the Vice Chancellor of Student Services by phone, 313-496-2634.

In some situations, WCCCD can disclose student information without the student's consent. A school may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific law
- Directory information is not generally considered harmful or an invasion of students' privacy. Directory information does not include student identification numbers, social security numbers, or other personally identifiable information.

- File a complaint with the U.S. Department of Education related to any failure by Wayne County Community College District to comply with the regulations outlined by the Family Educational Rights and Privacy Act (FERPA). Please see the mailing address below for the proper agency that addresses FERPA regulations.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605
Phone: (202) 260-3887
<http://www.ed.gov/>