

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Family Educational Rights and Privacy Act (FERPA)

**Number:** PR 4.04

**Approved by:**  
Presidential Action

**Approved Date:** 12/2001  
**Implementation Date:** 12/2001  
**Last Review Date:** 02/2021  
**Last Revision Date:** 02/2021

**Persons/Departments Affected:**  
All students

**Responsible Department:**  
Registrar's Office

### Procedure:

- I. Every semester, the Registrar shall notify students of their Family Educational Rights and Privacy Act (FERPA) rights.
- II. Students wishing to inspect and review information contained in their education records, as explained in associated [Policy 4.04](#), must submit a written request, to the Registrar's Office, including the following:
  - Full name
  - Penn College ID number
  - Specific items within the record to be reviewed (Specifying items may save time if searching for information for a particular purpose; if no items are specified, the entire record will be prepared for review.)

The Registrar's Office will contact the requestor (via Penn College e-mail or in writing at permanent address) indicating when the file will be ready for review and instructions for arranging the review. The file will be available for review no more than 45 days from the when the request is made.

- III. A student who believes their education record is inaccurate or misleading has the right to request an amendment to the contents of the record by submitting a detailed written request to the dean of curriculum and instruction.
- IV. Students can grant consent for the disclosure of personally identifiable information from education records.
  - A. Students grant consent for specific individuals through the Student Information System (SIS), Grant Parent/Guest Access option. The

student can choose the appropriate level of access for each named individual.

- V. To request non-disclosure of directory information, as defined in associated [Policy 4.04](#), a student must complete, sign, and submit the Authorization to Withhold Directory Information form, available in the Registrar's Office or electronically on the Registrar's website at <https://students.pct.edu/registrar/ferpa/directoryInformation.htm>.
- VI. If a student believes that a staff or faculty member has failed to comply with his/her rights under FERPA, the student can file a written complaint with the Registrar. If the situation is not addressed to the student's satisfaction, appeal can be made to the dean of curriculum and instruction.
- VII. Students have the right to file complaints with the Department of Education concerning alleged failures by the institution to comply with FERPA. The name and address is

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC, 20202-8520.  
Phone: (202) 260-3887; Fax: (202) 260-9001

**Revision History:**

- Date: 02/2021 Revised titles and removed reference to Authorization to Disclose Educational Records form.
- Date: 09/2017 Review only; no changes.
- Date: 07/2015 Full revision to clarify procedures and to identify individuals (by position) to whom internal grievances can be made.
- Date: 08/2011 Clarified processes to give consent
- Date: 12/2001 Date of Implementation

**Cross References:**

Family Educational Rights/Privacy Act Policy, [P 4.04](#)