

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RIGHTS, APPEALS AND FERPA
Subject: Compliance with the Family Educational Rights and Privacy Act
Effective Date: January 1, 2020
Procedure Number: ES 4600

I. Institutional Regulations

The College will comply with the Family Educational Rights and Privacy Act (FERPA) as mandated by the U.S. Congress, as it pertains to student records.

II. Procedure

- A. A student has the right to inspect and review his/her educational records. The Student Records Office at DMACC has been designated by the institution to coordinate the inspection and review of such records. A student must submit a written request to the Student Records Offices. Only records covered by the Act will be made available within 45 business days of the receipt of the written request. Educational records do not include:
1. records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
 2. records of the Security Office
 3. student health records
 4. employment records
 5. alumni records
- Health records, however, may be reviewed by physicians of the student's choosing.
- B. A student has the right to request and receive a response that explains or interprets his/her educational records.
- C. Students may not inspect and review the following as outlined by the Act:
1. financial information submitted by their parents
 2. confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review
 3. education records containing information about more than one student, in which case DMACC will permit access only to that part of the record which pertains to the inquiring student
 4. confidential letters and recommendations placed in students' files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.
- D. Students who believe that their educational records contain information that is inaccurate, is misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. The Registrar may agree to amend appropriate records. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by the Registrar of his/her right to a formal hearing.
1. Requests for a formal hearing must be made in writing to the Vice President, Enrollment Services & Student Success, who, within a reasonable period of time after receiving such written requests, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys at the student's expense. The hearing panels, which will adjudicate such challenges, will contain five members from the staff of DMACC appointed by the Vice President, Enrollment Services & Student Success who will insure that the panel members have no vested interest in the outcome of the hearing.
 2. Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered in writing to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the education records and released whenever the records in question are disclosed.
 3. A student who believes that the adjudication of his/her challenge was unfair, or not in keeping with the provisions of the Act, may request in writing assistance from the Vice President of Academic Affairs. Further, students who believe their rights have been abridged may file complaints with the: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland

Avenue, SW, Washington, D.C. 20202-5901, concerning the alleged failure of DMACC to comply with the Act.

- E. A student who wishes to have information about his/her educational record released or exchanged may 1) sign an Authorization for Release/Exchange of Information Form in the Student Record Office; 2) sign a comparable form, which may be provided in certain circumstances by the appropriate DMACC employee.
- F. At its discretion, DMACC may release Directory Information in accordance with provisions of the Act. DMACC considers the following items to be Directory Information:
 - 1. student name
 - 2. address
 - 3. date and place of birth
 - 4. major field of study
 - 5. dates of attendance
 - 6. degrees and awards received
 - 7. previous educational agencies or institutions attended by the student
 - 8. participation in officially recognized activities and sports
 - 9. weight and height of members of athletic teams
 - 10. DMACC email address
 - 11. photograph (DMACC Student ID Card)

Students may withhold Directory Information by notifying the Student Records Office in writing within the first two calendar weeks of any semester. (See Notification of Retention of Directory Information Form ES4600.) Requests for non-disclosure will be honored by the institution for only one calendar year after the date of the written request; therefore, authorization to withhold Directory Information must be filed annually in the Student Records Office.
- G. College officials who have access to student records in the course of performing their professional responsibilities shall not be permitted to release the record to persons outside the College, unless authorized in writing by the student or unless one of the following exceptions applies:
 - 1. Records may be shared with school officials with "legitimate educational interests" defined as needing access to an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and the campus nurse); 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 Directors; members of an external accreditation committee; an employee at a high school where a DMACC student is also currently enrolled; an employee of a state/federal approving agency (including, but not limited to Department of Homeland Security and Student and Exchange Visitor Information System [SEVIS]); or a student serving on an official committee, such as the Petition for Policy Waiver Committee, College Review Board or College Judicial Hearing Board, or assisting another school official in performing his or her tasks;
 - 2. Other schools to which a student is transferring;
 - 3. Appropriate parties in connection with financial aid to a student;
 - 4. Organizations conducting certain studies for or on behalf of the school;
 - 5. To comply with a judicial order or lawfully issued subpoena;
 - 6. Appropriate officials and/or student's emergency contact in cases of health and safety emergencies.
- H. DMACC will maintain a record of access to student's education records. This record is accessible only to the student and the staff in the Student Records Office or as provided for in the Act. The record of access to educational records will not include references to personnel at DMACC or others who have a legitimate educational interest.
- I. A student may request and receive copies of all or part of his/her educational records, with certain exceptions. For example, a student may not receive a copy of academic records for which a financial "hold" exists or a copy of a transcript from another institution. There will be a fee of \$.10 per sheet for records that are copied.

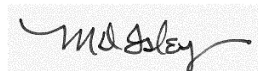


1-13-20

APPROVED:

Vice President, Enrollment Services & Student Success

Date: _____



1-14-20

Vice President, Academic Affairs

Date: _____



DES MOINES AREA COMMUNITY COLLEGE

NOTIFICATION OF RETENTION OF DIRECTORY INFORMATION

DMACC considers the information listed below as directory information and, under appropriate circumstances, may release such information without your written consent unless you specify otherwise. Place a check mark before each item listed that you do not wish to have released.

The information listed below, as well as other information contained in your educational records, will be released to employees of DMACC who have a legitimate educational interest, even though you have signed this form.

This "Notification of Retention" will be in effect for one year from the date indicated below. If you wish an extension you may request it from Student Records at that time.

- | | |
|----------------------------------|--|
| _____ 1. Name | _____ 7. Degrees and awards received |
| _____ 2. Address | _____ 8. Previous educational institutions attended by student |
| _____ 3. Telephone number | _____ 9. Participation in officially recognized activities or sports |
| _____ 4. Date and place of birth | _____ 10. Weight and height (for athletic teams) |
| _____ 5. Major field of study | _____ 11. Email address |
| _____ 6. Dates of attendance | _____ 12. Photograph (DMACC Student ID Card) |

PRINT _____
Last Name First Name Middle Initial

Signature _____

Date _____

Student ID Number _____

Submit this form to Student Records

ES4600 (Form)
August 2008

Ankeny Campus
2006 S. Ankeny Blvd.
Ankeny, IA 50021-3993
515-964-6200

Boone Campus
1125 Hancock Dr.
Boone, IA 50036-5399
515-432-7203

Carroll Campus
906 N. Grant Rd.
Carroll, IA 51401-2525
712-792-1755

Newton Campus
600 N. 2nd Ave. W.
Newton, IA 50208-3049
641-791-3622

Urban/DSM Campus
1100 7th Street
Des Moines, IA 50314-2597
515-244-4226

West Campus
5959 Grand Ave.
WDM, IA 50266-5302
515-633-2407



Student Consent to Release Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g, et. seq.) requires written consent to disseminate personally identifiable education records of any student.

Student First Name	Middle Initial	Last Name	DMACC ID No.
Permanent Address	City	State	Zip Code

By my signature below, I give permission for DMACC to release the information selected on this form to the person(s).

This authorization shall remain in effect for five (5) years or until the date of my DMACC graduation, as well as rescinded by me. I understand that I may rescind this authorization by submitting a second form and selecting the "Cancel Release To:" option or by submitting another form of revocation in writing with my signature.

► IMPORTANT ◀ Student: You must designate a four digit pin number in order for the person(s) indicated below to access your information if and when they request the information remotely, for example, by phone. It is your responsibility to share the four digit pin with the person(s) for whom the access is being granted in order for their identity to be validated. This extra layer of security has been implemented by DMACC to protect your information.

Write Your Four Digit Pin Number Here (numbers only): _____.

X	Select the items of information that you give permission to release
	Billing and Payment Information - Examples: tuition/fee balances, financial holds, mailing/billing addresses, payment plans, accounting statements, collections/debt information
	Admission and Registration Information - Examples: application dates, programs selected, documents received/pending, dates of enrollment activity, status, and/or verification, residency status, semesters attended, mailing address information, class schedule
	Academic Records - Examples: transcript, courses taken, grades received, GPA, academic progress, honors, transfer credit award, degrees awarded
	Financial Aid - Examples: student only data, financial aid application, financial aid award
	All Records - Includes all items of information as detailed above
	Other - <i>Instead of designating one of the broad categories described above, you may indicate in the space following an individual record or narrower set of records to be released (i.e. letter of rec):</i>

X	Name <i>(Note: you may designate either an individual party or a class of parties to receive these records.)</i>	Relationship <i>(Circle One: P=Parent, G=Guardian, S=Spouse, O=Other)</i>	Date of Birth <i>(if individual)</i>
	Release To:	P G S O	
	Cancel Release To:		Other:
	Release To:	P G S O	
	Cancel Release To:		Other:
	Release To:	P G S O	
	Cancel Release To:		Other:
	I Do:	Request a copy of the records disclosed pursuant to this release.	
	I Do Not:		

Student Signature:	Date:
DMACC Witness Signature:	Date:

Ankeny Campus
2006 S. Ankeny Blvd.
Ankeny, IA 50021-3993
515-964-6200

Boone Campus
1125 Hancock Dr.
Boone, IA 50036-5399
515-432-7203

Carroll Campus
906 N. Grant Rd.
Carroll, IA 51401-2525
712-792-1755

Newton Campus
600 N. 2nd Ave. W.
Newton, IA 50208-3049
641-791-3622

Urban/DSM Campus
1100 7th Street
Des Moines, IA 50314-2597
515-244-4226

West Campus
5959 Grand Ave.
WDM, IA 50266-5302
515-633-2407



Request for Educational Records Investigation

Date: _____

Name (Please Print): _____

Former Name (If applicable) _____

SS# or DMACC ID# _____ Birth date: _____
(month/day/year)

Address: _____

Please describe your concern. Include detailed information – dates, times, people involved, etc. Attach pertinent documentation.

Signature _____ **Date:** _____

Return this form to: Des Moines Area Community College
Academic Records
2006 S. Ankeny Blvd, Bldg. 1
Ankeny, IA 50023-3993

DMACC will make every effort to complete an investigation as quickly as possible. This may take up to 45 business days. You will be notified of the investigation results via US mail.