

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All student records of LBCC are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Copies of the complete text of this act are available in the college library. FERPA provides the student with the right to review and challenge their record and to control the release of this academic record.

1. Students may request access to challenge the correctness or appropriateness of any part of the record. Grades, though a part of the record, are considered final as assigned by the instructor. See the change of grade section for further information.
2. Student information, except for directory information as defined below, cannot be released by the college to any outside agency, except for those entitled to access under FERPA, without signed permission of the student. The student may restrict the release of directory information by completing the appropriate form in the Admissions Office located in Enrollment Services. If the student has not filed this form, the college may release directory information.
 - Directory information includes: Student's name, current enrollment status, dates of attendance, major field of study, degrees, certificates or awards received, verification of student participation in officially recognized school activities and sports, and weight and height of members of athletic teams, and the most recent public or private school attended by the student.

By law, all student records must be released under court order and other federally mandated requirements. The student will be notified by mail to the last address on file in the event of a subpoena. Students shall have the right to request a copy of any information released in this manner.

Any questions regarding the student's rights under this act should be directed to the Executive Dean of Enrollment Services or the dean's designee.