

Crafton Hills College – Notification of Rights Under FERPA Website

Link to page:

<http://craftonhills.smartcatalogiq.com/en/2019-2020/Catalog/Section-III-What-You-Need-To-Know/Student-Laws-and-Policies/Family-Educational-Rights-and-Privacy-Act-FERPA/Notification-of-Rights-Under-FERPA>

Screenshot of page:

The screenshot shows the Crafton Hills College website. At the top, there is a green header with the college's logo and a bird icon. Below the header, a blue navigation bar contains the text '2019-2020 Catalog' and a breadcrumb trail: 'Home » 2019-2020 Catalog » What You Need To Know » Student Laws and Policies » Family Educational Rights and Privacy Act (FERPA) » Notification of Rights Under FERPA'. A dropdown menu is set to '2019-2020 Catalog' with a 'Select' button.

The main content area is titled 'Notification of Rights Under FERPA' with a 'Print this page' link. The text explains that FERPA affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the students' education records within 45 days of the day the University receives a request for access.
A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes 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 the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

On the right side of the page, there is a search bar with a magnifying glass icon, a dropdown menu set to 'Entire Catalog', and a 'Search' button. Below the search bar is a 'Contents' section with a list of links: 'A Message from the President', 'General Information', 'Getting Started', 'What You Need To Know' (expanded), 'Registration and Enrollment Policies', 'Refund Policy', 'Academic Policies and Standards', 'Probation and Dismissal', 'Standards of Satisfactory Academic Progress to Quality for Financial Aid', 'Student Recognition and Honors', 'Student Laws and Policies' (expanded), 'Family Educational Rights and Privacy Act (FERPA)' (expanded), and 'Notification of Rights Under FERPA' (highlighted).