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FERPA

Family Educational Rights & Privacy Act

- Protects the privacy of student education records
- Establishes the right of students to inspect and review their education records
- Provides guidelines for the correction of inaccurate and misleading information

Students Have the Right to:

- Inspect and review their education records
- Seek to amend their education records when there has been a legitimate error recorded
- Have some control over the release of information from their education records

Parental Rights:

- When a student reaches the age of 18 or begins attending ArtCenter, FERPA rights are transferred to the student
- Parents may obtain directory information at the discretion of the college
- Parents may obtain non-directory information with a signed consent from their child

At its discretion, ArtCenter may provide “directory information” in accordance with the provisions of FERPA. Under the terms of FERPA, ArtCenter has established the following as Directory Information and may be released to those requesting the information unless the student specifically requests otherwise by completing and submitting written notification to the Enrollment Services Office.

Directory Information at ArtCenter

- Student Name
- Dates of Attendance
- Grade Level
- Enrollment Status (Full-time or Part-time)
- Participation in officially recognized activities
- Degrees
- Honors and Awards
- Most recent educational institution attended

All other information may not be released without the written consent of the student.

Personal information, grades, social security numbers, ethnic origin, and student class schedules may not be released to any individual or organization other than the student — and never over the telephone or e-mail.

PLEASE NOTE: Students are given the opportunity to restrict Directory Information by completing and submitting written notification to Enrollment Services stating that he or she does not wish to be included in the directory. If the student restricts the release of directory information, no information can be released on the student without further written permission by the student. The written notification will be placed in his or her file and their record will be notated with Exclude from Directory. When a request for information about a student, ArtCenter staff must go to SPRO in the student information system to verify if the student’s Directory Information is restricted.

The appropriate staff response: “There is no information available on that person.”

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