

IMPORTANT INFORMATION

REGARDING

Student Right to Privacy & Access to Records



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Student Rights

According to the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to (1) inspect and review their educational records; (2) request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; (3) restrict disclosure of information to other individuals or entities; (4) file a complaint with the Family Educational Rights and Privacy Act Office if the College fails to comply with the requirements of the Act.

Directory Information

The College considers the following directory information: (1) student's full name; (2) address ; (3) ICC email address; (4) affirmation of student enrollment status (full/part-time) and class level; (5) dates of attendance, graduation, intended program of study, degree(s), certificate(s) earned, and honors received; (6) pertinent information relating to participation in officially recognized activities and sports.

The College will only disclose directory information to individuals or entities with legitimate educational interests and in compliance with the Solomon Act. Educational records, student schedules, grades, and other academic information (including drop-out lists) will not be released to parents, guardians, employers or other individuals without written consent of the student. All requests from internal and external entities for the use or release of directory information lists must be reviewed and approved by the Vice President of Student Services in consultation with other offices as necessary.

Students have the right to restrict disclosure of directory information. Contact the Enrollment Services Office (309) 694-5600 for the appropriate paperwork. All paperwork must be submitted in person with a photo ID.

Educational Records

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images.

Educational records may include semester grades, GPA, tuition and fee information, financial aid information, birthdate, disciplinary actions, and other personally identifiable information (PII.)

Educational records do not include the following:

- sole possession records — records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record;
- medical or psychological treatment records that include those maintained by counselors, physicians, psychiatrists, and psychologists;
- employment records, provided that employment is not contingent upon being a student;
- law enforcement records.

The school does not disclose education records without a student's prior written consent unless it is allowable under the FERPA exception for disclosure. If a student wishes to authorize access to their student record to anyone (including parents, guardians, or employers,) the student must contact the Enrollment Services Office L (309)694-5600 for the appropriate paperwork. All paperwork must be submitted in person with a photo ID.

These exceptions may include:

- Disclosure to school officials with legitimate educational interests
- Disclosure to authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs.
- Disclosure in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- Disclosure to organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

A more complete guide to FERPA for students,
including references to statutes and additional clarifications:
<https://www2.ed.gov/policy/gen/guid/fpc/ferpa/students.html>

A more complete guide to FERPA for college employees,
including references to statutes and additional clarifications:
<http://familypolicy.ed.gov/ferpa-school-officials?src=ferpa-s>

