

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (including its implementing regulations, "FERPA") affords students certain rights with respect to their education records, as defined in FERPA. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Community College receives a request for access.

A student should submit to the Office of Enrollment Services the "Student Request To Inspect and Review Education Records" form that identifies the record(s) the student wishes to inspect. The Office of Enrollment Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Community College to amend a record should write the Community College official responsible for the record (as identified by the Office of Enrollment Services), clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Community College decides not to amend the record as requested, the Community College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment at the office of the Dean of Students. Any 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 Community College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Community College discloses education records without a student's prior written consent under one FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Community College or the Rhode Island Board of Governors for Higher Education (the "RIBGHE") in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); an individual or a private or governmental entity (including, for example, any other institution in the Rhode Island system of public higher education) with whom the Community College or the RIBGHE has contracted as its agent to provide a service to the Community College instead of using Community College or RIBGHE employees or officials (such as an attorney, auditor, or collection agent), whether or not that person, company or governmental is compensated for that service; a person serving on the RIBGHE; or a student or volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Community College or the RIBGHE.

Upon request, the Community College also discloses education records without consent under another FERPA exception to officials of another school in which a student seeks or intends to enroll.

FERPA contains other exceptions to a student's right to provide written consent before the Community College discloses personally identifiable information from the student's education records.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Public Notice for Directory Information under FERPA

The Family Educational Rights and Privacy Act (including its implementing regulations, "FERPA") requires that the Community College, with certain exceptions, obtain a student's consent prior to the disclosure of personally identifiable information from the student's education records. The Community College, however, may disclose appropriately designated "directory information" without the student's written consent, unless the student has advised the Community College to the contrary in accordance with the Community College's procedures. Directory information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may be used in Community College publications, and may be disclosed to any person or organization whether or not affiliated with the Community College, without the student's written consent.

The Community College has designated the following types of personally identifiable information concerning a student as directory information:

- Name
- Address
- Official Community College electronic mail address
- Telephone listing (other than cellular telephones)
- Date of birth
- Major field of study
- Dates of attendance
- Class level
- Enrollment status (enrolled or not, full-time or part-time)
- Participation in officially recognized activities and sports
- Degrees, honors and awards received (including dates)

If a student does not want the Community College to disclose directory information from the student's education records without her or his prior written consent, the student must sign and deliver to the Office of Enrollment Services ("OES") the form entitled "Refusal To Permit Designation of Directory Information." Any "Refusal To Permit Designation of Directory Information" is effective for the remainder of the academic year during which it is signed and delivered by the student unless it is withdrawn as required on the form. Any "Refusal To Permit Designation of Directory Information" will not apply in a subsequent academic year during which the student attends the Community College unless renewed. There is no deadline for signing and delivering a "Refusal To Permit Designation of Directory Information," but until it is signed and delivered it will be assumed that the above information may be disclosed for the remainder of the current academic year.

APPLY ONLINE AT WWW.CCRI.EDU OR FOLLOW INSTRUCTIONS BY SECTION TO APPLY BY MAIL

- 1 Your Social Security number and date of birth are essential in processing your application. Your Social Security number is mandatory if you are applying for Financial Aid, but will not be used as an identification number. You will be assigned a CCRI identification number. If you do not possess a Social Security number, please indicate on your application and a student identification number will be assigned by the college. Under **permanent** address, list the street, city and state of your **legal** residence. This is where most major correspondence (bill, grades, etc.) will be sent, unless you later notify the individual offices involved that you prefer materials be sent to a different address. Please pay close attention when filling out this section. Be sure to print clearly.
- 2 The information requested in this section is optional; however, it is important in assisting the college in its affirmative action goals.
- 3 **All applicants must complete this section. Failure to do so will result in your application not being processed.** Please note that, if you are not a U.S. citizen, you must possess a proper immigration card to attend this institution. Foreign students must contact the Office of Enrollment Services regarding visas and additional admissions documentation which is required for attendance at the college.
- 4 For campus and program codes, refer to page 34.
- 5 For high school codes, refer to the next page. **It is the applicant's responsibility to provide the Office of Enrollment Services with official transcripts.** Contact your high school guidance department or GED testing center to forward official transcripts or GED scores to the college.
- 6 Please check appropriate box.
- 7 **List ALL colleges and universities previously attended**, whether or not you wish to receive transfer credit. Only submit official transcripts for institutions from which you are seeking a transfer credit award. For your convenience, some college codes are listed on the next page. If your institution is not listed, do not enter a college code on the application.
- 8 If applying online, credit card information is required. If applying by mail, please sign and return your application with the required \$20 non-refundable application fee to the campus of your choice

In Warwick:
CCRI-Knight Campus
Office of Enrollment Services
400 East Avenue
Warwick, RI 02886-1807

In Lincoln:
CCRI-Flanagan Campus
Office of Enrollment Services
1762 Louississet Pike
Lincoln, RI 02865-4585

In Providence:
CCRI-Liston Campus
Office of Enrollment Services
One Hilton Street
Providence, RI 02905-2304

In Newport:
CCRI-Newport County Campus
Office of Enrollment Services
One John H. Chafee Boulevard
Newport, RI 02840