

Access to Student Records

As part of its responsibilities to students, Cuyahoga Community College must maintain accurate and confidential student records. The College recognizes students' rights to access their educational records and to limit such access by others in accordance with the Family Educational Rights and Privacy Act (FERPA) and associated federal regulations. These rights are spelled out in the College's procedure on student education records. A Collegewide FERPA release form is available online in *my Tri-C space*.

With certain exceptions, student records will not be released without prior written consent of the student. Students have the right to review and question the content of their educational records within a reasonable time frame after requesting such a review. If there are any questions as to the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity is provided for a hearing on the matter. Students who wish to review their educational records may visit tri-c.edu/compliance or apply to the appropriate Enrollment Center for details regarding College procedures designed to expedite their request.