



FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

In compliance with the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, institutions of higher education such as the post secondary program at Technical College of the Rockies are required, on an annual basis, to inform students of their rights under the Act and to enumerate its basic provisions. The following statement constitutes such notice: Under the Act, a student 18 years of age and older at post secondary institutions has the right to inspect and review all official records, files and data directly related to the student, including all material that is incorporated into the student's cumulative record file. The student shall have the right to challenge the contents of personal education records and has a right to have a hearing to ensure that the records are accurate. Student names and current enrollment status at Technical College of the Rockies are considered public information. Technical College of the Rockies will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but students can prevent their disclosure by filing a written request with the Administration Office that they be withheld unless written permission is granted. The following items may appear in school directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing:

- Classes, program or division.
- Date of enrollment.
- Number of hours currently taken or completed previously.
- Certificates earned.
- Honors received.

Student names may be released for graduation listings, and lists of special awards, honors, and events may be released to the news media. All other information contained in student records is considered private and not open to the public without written consent. Only the following individuals, because of their official function, have access to this information:

- Technical College of the Rockies officials.
- Officials of other schools or colleges where the student intends to enroll.
- State or federal educational authorities.
- Officials requesting information in connection with a student's application for financial aid.
- State and local officials requiring reporting data.
- Accrediting organizations.
- Parent(s) of a dependent student (proof of dependency may be required).
- In compliance with a judicial order.
- In case of an emergency to protect the health,