



## **Public Information and Student Record Security**

Under the Family Educational Rights and Privacy Act of 1974, the information in student files may only be released under specific conditions. Current or former students of Otero Junior College have complete access to their records and may view them upon request at the Student Services Center. If records contain errors, appeals in writing must be submitted to the Vice President of Student Services.

The following is considered public information and may appear in college directories, publications, and news releases, or be disclosed to anyone inquiring:

- name • major field of study • dates of attendance • participation in officially recognized activities and sports • weight and height of athletic team members
- degrees and awards received

Students may withhold disclosure of public information by filing a written request with the Student Services Center. All other information in student records is considered private and not open to the public without written student consent. Only the following individuals, because of their official function, have access to this information:

Otero Junior College officials; state or federal education authorities; officials evaluating application for financial aid; state and local officials requesting reporting data; organizations conducting studies for educational institutions or agencies; accrediting organizations; parents of dependent students (proof of dependency required); and Veterans Administration staff.

In case of judicial orders or emergencies in which information is needed to protect student safety, health or welfare or that of others, OJC may also release information without consent. To review the full Family Education Rights and Privacy Act of 1974, go to: [www.ojc.edu/academics/academicpolicies/ferpa.aspx](http://www.ojc.edu/academics/academicpolicies/ferpa.aspx)