

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (“FERPA”) affords students certain rights with respect to their “Education Records”. Lake Land College maintains only those “Education Records” which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as are imposed by state and federal law and regulations and College policies and operational procedures students may inspect and review their records upon written request.

Personally identifiable information contained in a student’s Education Record is considered confidential and will not be released without the written consent of the student, except as authorized under FERPA and/or its implementing regulations. Requests for Education Records shall be fulfilled through the College’s Admissions and Records Office, which has responsibility for maintaining and disclosing Education Records.

The College has designated the following information as “directory information”: student name, mailing address, College e-mail address, enrollment status (full-time or part-time), student classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Any student objecting to his or her directory information being made public must file notice in writing of such objection with the Admissions and Records Office.

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