

# Southern State Community College

## FERPA – Annual Notification of Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords  
18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

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1. The right to inspect and review the student's education records within 45 days after the day Southern State Community College (SSCC) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request