

ARTICLE I

STUDENTS RIGHTS AND RESPONSIBILITIES

Each college within the Kentucky Community and Technical College System has a varied and distinguished tradition of higher education. Each college's students, faculty, and staff form an academic community that, while sharing certain characteristics with other types of associations, organizations, and societies, is rightly considered unique as a community, and should be governed, respected, and supported as a college community. The System has an obligation to maintain an atmosphere of academic freedom, to set and maintain standards of scholarship and conduct for students at each college, and to provide awareness for responsible student citizenship in the academic community.

1.1 The Basis for Standards in the College Community:

Certain fundamental concepts are recognized as forming the basis for standards of conduct developed as a result of the college's obligations:

- 1.1.1 The colleges strive to maintain orderly operations for a supportive academic environment. This requires observance of laws and proper conduct by all members of the college community. Disruption of the educational process by a member or members of the community may deny others the opportunity to pursue their individual educational goals.
- 1.1.2 Students have both rights and responsibilities as part of an academic community. Effective campus citizenship and responsibility encompasses every aspect of student life and activity. Students are expected to focus on academic pursuits as well as participate as appropriate in student organizations and other co-curricular activities.
- 1.1.3 The college welcomes into its community those who sincerely share and agree to advance the college's purposes. The purposes may be measured partly by the individual's adequate preparation and respect for each member of the academic community.
- 1.1.4 Ethical and moral standards, evolved in society over the centuries, are a part of the fabric of culture. The anonymity of the college community cannot free the individual or the institution from many conventional expectations relative to behavior or societal relationships. Each member of the college community is expected to give due consideration to the highest standards of conduct and character. No one should either offend the wider community or infringe upon the rights and privileges of others.
- 1.1.5 While the college may appear to be set aside from the larger community of which it is a part, it is created and financially supported by the larger community and has responsibilities to it. Each member of the academic community must recognize the unique relationship to the larger community. Each individual must take responsibility for his or her own actions and values and for recognizing that his or her actions and values reflect upon the college community.
- 1.1.6 When becoming part of the college community, the student enjoys social, cultural, and educational opportunities. He or she also assumes the role of a citizen of the community and agrees to abide by the regulations and standards of conduct operative in the college community. Much more important, his or her assuming the role of citizen of the college community implies a positive responsibility toward the well being of the entire life of that community. Responsible citizenship in the college community may be looked upon:
 - (a) as a duty and obligation similar to the requirements of the members of any community;
 - (b) as an opportunity for educational growth and preparation for local, state, national, and world citizenship; and
 - (c) as a means of personal fulfillment, enrichment, and growth through participation in the decision-making processes in the academic community.

Responsible citizenship results from student initiative and cannot simply be decreed by the college faculty and staff, no matter how well meaning they may be. Effective campus citizenship and responsibility encompass every aspect of student life and activity. A student's personal responsibility may be demonstrated and exercised through diligence and alertness in academic pursuits, as well as in effective and constructive action in recognized student organizations and other co-curricular activities.

1.2 Fundamental Rights of Students:

In determining standards of behavior and how the Code of Conduct will be administered, the college acknowledges certain fundamental rights, freedoms, and responsibilities of students:

- 1.2.1 **Right as citizens:** As citizens, students enjoy the same freedoms as are guaranteed by the Constitution of the United States and the Commonwealth of Kentucky and have the same duties and responsibilities as do other citizens.

1.2.1.1 Student Discrimination Grievance Procedure (Administrative Policy 6.6)

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who feels he/she may have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance.

The chief student affairs officer or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the college human resources director and the college's diversity director.

1.2.1.1.1 Informal Procedure

Most difficulties can be resolved by talking to someone. Students are encouraged to discuss any issues, problems, or difficulties promptly and candidly with the chief student affairs officer or his/her designee.

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer or his/her designee, and other involved parties will work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the *KCTCS Student Code of Conduct*.

1.2.1.1.2 Formal Appeal

Step 1.

- a. Within fifteen (15) business days of learning of the cause of the grievance, a student will file written notice with the chief student affairs officer or his/her designee. The student may use the Grievance Form, which is available from the chief student affairs officer or his/her designee. The written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, and the desired result, and shall be signed and dated by the student filing the grievance.
- b. As soon as possible, the chief student affairs officer or his/her designee will initiate an adequate, reliable, and impartial investigation of the grievance. Within ten (10) business days of receiving the student's written notice, the chief student affairs officer or his/her designee shall respond in writing to the student. The response shall summarize the course of the investigation and determine the validity of the grievance and the appropriate resolution.

Step 2.

- a. If the student is not satisfied with the chief student affairs officer or his/her designee's response, the student may appeal in writing to the chief executive officer (or designee) within five (5) business days of the Step 1 response. The Step 2 appeal must contain all written documentation from Step 1 and the student's written reasons for not accepting the resolution offered.
- b. Within seven (7) business days from receiving the written Step 2 appeal, the chief executive officer will respond in writing to the student as to the action to be taken.

Step 3.

If the grievance is not resolved to the satisfaction of the student, the student may file an appeal according to the *KCTCS Student Code of Conduct* Section 1.2.8.1 (*Jurisdiction Over Cases Involving Student Rights Specified in Section 1.2*).

The deadlines established in this procedure may be waived in exceptional circumstances by the chief executive officer.

1.2.1.2 Consensual Relationship Policy (Administrative Policy 3.3.1.4)

The definition of "consensual relationship" includes a mutually agreed upon romantic relationship and/or a relationship involving physical intimacy.

KCTCS acknowledges its responsibility to provide clear direction to its College communities about the professional risks associated with consensual relationships in which a definite power differential between the parties exists. Inasmuch as KCTCS is committed to fostering the development of learning and work environments characterized by professional and ethical conduct and free of discriminatory behavior, consensual relationships between instructor and student or supervisor and employee are discouraged. KCTCS recognizes that it cannot regulate such personal decisions, but views them as sources of concern for two reasons:

1. Abuse of Power: Individuals entering into consensual relationships involving a power differential must recognize that (i) the reasons for entering such a relationship may be a function of the power differential; (ii) where power differentials exist, even in seemingly consensual relationships, consent shall not be considered a defense if a complaint of sexual harassment or retaliation is brought; and (iii) the individual in the relationship with greater power will bear the burden of accountability.
2. Conflict of Interest: Conflicts of interest may arise in the connection with consensual relationships between instructors or other KCTCS staff and students, or between supervisors and subordinates. Our nepotism policy prohibits individuals from making or influencing decisions affecting those with whom they have intimate, familial relationships. The same principles apply to consensual relationships.

1.2.2 Right of admission and access: An applicant for admission to the college shall not be discriminated against based on race, color, national origin, sex, sexual orientation, marital status, disability, age, religion, beliefs, political affiliation, or veteran status. Moreover, no otherwise qualified person with a disability will be denied admission solely because of the person's disability. Similarly, an application for, or recipient of, college financial aid, a college grant-in-aid, or a college scholarship, shall not be discriminated against nor be denied financial assistance because of a person's disability.

1.2.2.1 Every student with a documented disability has the following rights: (from Administrative Policy 6.5)

1. Access to courses, programs, services, jobs, activities, and facilities available through KCTCS colleges.
2. Access to websites and web developed forms, web enhanced courses and distance learning courses.
3. Reasonable and appropriate accommodations determined on a case-by-case basis.
4. Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose his/her disability to except as required by law.
5. Access to information.

1.2.2.2 Every student with a disability has the responsibility to: (from Administrative Policy 6.5)

1. Meet KCTCS college and program qualifications and essential technical, academic, and institutional standards.
2. Identify him/herself to the coordinator of disability services in a timely manner as an individual with a disability when seeking an accommodation.
3. Provide documentation from an appropriate professional source that verifies the nature of the disability and functional limitations.
4. Follow specific procedures for obtaining and using reasonable and appropriate accommodations.

1.2.2.3 Policy Guidelines (from Administrative Policy 6.5)

1. Each college shall have a designated coordinator for disability services. The coordinator shall have the authority to determine eligibility for services and the type and extent of the services.
2. The KCTCS catalog, college handbook, websites, and all admissions-related materials must include the name of the designated coordinator for disability services, the location within the college and the telephone number if different from the main college telephone number, and be easily located in the materials/website.
3. Students who disclose their disability and provide the documentation necessary to determine their accommodation needs shall be provided reasonable and appropriate accommodations.
4. Reasonable and appropriate accommodations and/or auxiliary aids shall be identified for each course and provided to students on a case-by-case basis in accordance with policy.
5. In cases where the severity or nature of the disability makes completion of a specific course unachievable, course substitutions may be made on a case-by-case basis. The course substitution may not constitute a substantial change or alteration to an essential component of the program.
6. Students who feel that they have been discriminated against or denied an opportunity because of a disabling condition are encouraged to contact the designated coordinator for disability services promptly in an effort to resolve the problem at an informal level. Students may also choose to pursue a grievance pursuant to Section 1.2.1.1 above, the Student Discrimination Grievance Procedure.

- 1.2.3 Right of freedom to learn:** The freedom of students to learn and to evaluate ideas and concepts is basic to the educational process and is dependent upon general conditions conducive to the learning process in the classroom, on the campus, and in the larger community. The responsibility to secure and respect such general conditions is shared by all members of the academic community.
- 1.2.4 Right of free expression:** Students are free to discuss, to express opinions, and to hear expression of opinion. Such expression of opinions and discussions must be accomplished without disrupting operations of the college. As part of the freedom to learn, students hear the widest expression of opinion. Speakers invited to the campus offer opportunities for the presentation and examination of ideas. Such speakers represent their own points of view and not those of the college, the sponsors within the college, or the System.
- 1.2.5 Right to be evaluated:** Students have a right to be evaluated in courses solely on the basis of their performance in meeting appropriate academic criteria established for the course. Additionally, students have the right to participate in course evaluations during the term of each course. Through this evaluation method, the college has the opportunity to assess each course's content, presentation, and effectiveness in a manner consistent to its educational mission.
- 1.2.6 Right to form student organizations:** Students are free to form and join student organizations with other college students provided such organizations are consonant with the purposes of the college and conform to established college regulations and public laws.
- 1.2.7 Right of student access to meetings of registered student organizations:** The System affirms the right of all students, including members of the student press, to attend meetings of registered student organizations that receive the majority of their regular operating budgets from allocations of student fees money and/or college allocations.

Exceptions to the foregoing right include:

- a. Deliberations of election boards and selection committees.
- b. Contract negotiations of student organizations and private contractors.
- c. Discussions or hearings that might lead to the appointment, discipline, or dismissal of an individual employee, member or student without restricting that employee's, member's, or student's right to a public hearing if requested, provided that this exception is designed to protect the reputation of individual persons and shall not be interpreted to permit discussion of general personnel matters in secret.

“Meeting” means any gathering of a quorum of the members, regardless of where the meeting is held, whether a regular or special meeting, including any informational or casual gathering held in anticipation of, or in conjunction with, a regular or special meeting.

- 1.2.8 Right of fair disciplinary proceedings:** In the administration of disciplinary measures, the accused student shall be accorded procedural fairness in accordance with the procedures set out below and KRS 164.370. In such situations, whether formal or informal, the fundamental principles of due process shall be recognized and followed.
- 1.2.8.1 Jurisdiction Over Cases Involving Student Rights Specified in Section 1.2**
- a. The College Appeals Board shall hear any case referred to it by the chief executive officer or designee and may grant the written appeal of any student to hear a case not referred to it by the chief executive officer or designee. This written appeal must be submitted within 30 days after the chief executive officer or designee communicates both to the College Appeals Board and the student that either the case is without merit or that the grievance cannot be satisfactorily resolved.
 - b. Upon receipt of the written appeal, the Chairperson of the College Appeals Board shall notify the chief executive officer or designee to forward all reports and evidence concerning the case.
 - c. The College Appeals Board may then, by majority vote, agree to hear the student's case, decline to hear the case if it finds that it is being processed through other appropriate college channels, or allow the chief executive officer's or designee's decision to be final.
- 1.2.8.2 Disposition of Cases of Students' Rights**
- After hearing a case and deciding that a violation of student rights has been proven, the College Appeals Board may select from the following remedies:
- a. The Board may request the chief executive officer or designee to admit an applicant denied admission in violation of Section 1.2.2.
 - b. The Board may request the chief executive officer or designee to give an applicant a scholarship, or financial aid, when such have been denied or withdrawn in violation of Section 1.2.2.
 - c. The Board may request the chief executive officer or designee to make available college facilities and services on a fair and equitable basis when a violation in Sections 1.2.6 and/or 5.3, has been proven.

- d. The Board may request the chief executive officer or designee to have any papers, property or personal effects, taken from a student's person or premises in violation in Section 1.2.8, returned.
- e. The Board may request the chief executive officer or designee to direct compliance with Section 1.4.4 when a violation of the rights stated therein has been proven.
- f. The Board may request the appropriate college official to direct compliance with Section 1.2.
- g. The Board may request the appropriate college official to grant whatever other relief the Board deems proper.

1.2.8.3 Composition of the College Appeals Board:

(The composition of this Board can only be changed by the Kentucky Community and Technical College System Board of Regents.)

The College Appeals Board shall consist of six members: two full-time students and four full-time faculty members. In addition, two student alternates and two faculty alternates shall be selected on the same basis and with the same requirements as the regular members. All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the Chair.

Appeals Board members shall meet the following criteria:

- a. Each student member must have earned at least 24 semester credit hours at the college, must have had one full year residence in the college, and must be in good academic standing. Each student member will be appointed by the chief executive officer or designee upon recommendation of the chief student affairs officer. Appointments shall be for one-year terms. A student may not serve concurrently on both the Appeals Board and the Judicial Board.
- b. The faculty members shall be elected to staggered three-year terms by the faculty. The Chair of the Appeals Board shall be elected by the Appeals Board members.

A quorum for the conduct of business will be five members, no fewer than three of whom are faculty members.

1.2.8.4 Authority of the KCTCS Board of Regents in Cases Involving Suspension or Expulsion of a Student:

Suspension or expulsion decisions may be appealed to the KCTCS Board of Regents pursuant to KRS 164.370 (see section 2.6.2.1.).

- 1.2.9 Right to a free student press:** Student publications must be free to deal openly and responsibly with issues of interest and importance to the academic community. Student publications will avoid such practices as the use of libel, undocumented allegations, obscenity, attacks on personal integrity, deliberate deceptions of its readers, unnecessary harassment and innuendo, and other violations of individual rights. The editors shall have the right to address issues of interest and importance to the academic community. The editors shall have the right to editorial freedom without the prior approval of copy and will be protected against dismissal or suspension except for violations of policies and regulations established by the System.

1.3 Responsibility for Student Publications:

Jurisdiction over campus-wide student publications of a KCTCS college shall be vested in a Board of Student Publications reporting to the chief executive officer or designee. Jurisdiction means the responsibility for the fiscal management, the editorial policies, and the general operation of the student publications. A campus-wide student publication is defined as a publication which meets all of the following criteria: (a) any enrolled student is eligible to participate in its publication, (b) it is published for a campus-wide audience, and (c) it is supported in whole or in part by KCTCS funds. (*Administrative Policy 6.4 KCTCS Boards of Student Publications*)

- 1.3.1 Composition of the Board of Student Publications:** Membership on a College Board of Student Publications will include, but is not limited to, the advisers and editors of student publications and representatives from the faculty, staff, and student body. One or more members-at-large may be appointed from the alumni, professional journalists, or public-at-large. Members of the Board will be appointed by the chief executive officer or designee.

- 1.3.2 The Role of the Board of Student Publications:** Consistent with the general philosophy of providing a free and responsive press on the college campus and consistent with Right to a Free Student Press of the Code of Student Conduct, the Board of Student Publications shall be responsible for the development and promulgation of a statement of policy for the guidance of the editorial staffs of publications under the Board's jurisdiction. This statement will deal

with operational, editorial, and financial policies of student publications and shall be submitted by the chief executive officer to the KCTCS Office of Student Affairs for approval.

The Board of Student Publications shall be available for immediate consultation with the editor and/or adviser; its role shall be one of policy interpretation and not one of censorship.

The Board of Student Publications shall advise and consult with the student publications advisers and editors regarding financial management of the publications under the Board's jurisdiction. The Board shall approve budget proposals prior to submission to the chief executive officer.

If, after thorough investigation which shall include affording the editor an opportunity to present personal views, the Board should conclude that an editor has violated the Board's policies or has otherwise failed to perform appropriate duties as editor, the Board is authorized to take one or more of the following actions in reference to the student's status as editor: counsel, warn, reprimand, suspend for a specified period of time, or dismiss.

1.4 Provisions of the Family Educational Rights and Privacy Act of 1974:

This is to serve notice to all students of the Kentucky Community and Technical College System of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA). The colleges of KCTCS offer a wide variety of services to students. Each college requires the maintenance of records concerning students enrolled in that particular college. The following is a list of the types of records maintained by the college and/or the System Office for students:

1. Academic records from schools previously attended;
2. Scores or results on various standardized tests and interest/attitude inventories;
3. Degrees awarded;
4. Current academic work completed;
5. Grades and other faculty evaluations;
6. Applications for admissions;
7. Applications and other data related to financial aid;
8. Applications for employment;
9. Class rolls;
10. Letters of recommendation;
11. Academic advisor notes;
12. Attendance data;
13. Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major, and military status);
14. Medical data;
15. Current student status;
16. Accounts relating to fees;
17. Academic offenses;
18. Disciplinary offenses; and
19. Counseling notes.

In the System, the college is responsible for the maintenance of records in all categories although duplicates of some records are maintained in the Office of the Chancellor. The Kentucky Community and Technical College System Office maintains records in categories (1), (3), (4), (5), (8), (10), (15), and (16) that relate to students. The Office of Financial Aid and the Controller's Office at the college have records in category (7).

1.4.1 Access to records: In general, the records maintained by the college are available only to the student, to college personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of HEW, or an administrative head of an education agency, in connection with an audit or evaluation of federally supported programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. Students may inspect and review all records pertaining to them within forty-five (45) days of making requests for the same, except for 1) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with the treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), 2) financial records of the parents, 3) confidential letters and recommendations put in the files prior to January 1, 1975, and 4) confidential recommendations relating to admission, application for employment, or honors, if the student waived his or her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student (see Section 1.44, #3.).

- 1.4.2 Procedures for challenge:** A student who believes that any record maintained by the college or the Kentucky Community and Technical College System pertaining directly to that student is inaccurate, misleading, or otherwise violative of the right of privacy of the student as provided by Title IV of Pub.L.90-247, as amended, and Pub.L.93-380 as amended by Senate Joint Resolution 40 (1974), may request a hearing before a panel of three persons appointed by the President of the Kentucky Community and Technical College System. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged.

Requests for hearings should be sent to the Kentucky Community and Technical College System and will be addressed in a timely manner.

- 1.4.3 Directory information:** In its discretion, a college or the System Office as appropriate, may provide Directory Information in accordance with the provisions of the Act [Family Educational Rights and Privacy Act of 1974] to include: student name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying designated officials in writing within ten (10) calendar days from the first scheduled day of class of the fall term. All written requests for non-disclosure will be honored by the college for one (1) academic year. Requests to withhold Directory Information must be filed annually thereafter. (*Administrative Policy 6.2.9 Directory Information*)

1.4.4 Notifications of rights under FERPA for postsecondary institutions: The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:

1. Students wishing to review their educational records must make a written request to the Registrar or designee of the applicable KCTCS college who has custody of the record, listing the item or items to be reviewed. Only those records covered by the Act will be available for review. The items requested shall be made available no later than 45 calendar days following receipt of the written request.

Students have the right to a copy of their education records when failure to provide a copy of the record would prevent the student from inspecting and reviewing the record. A copy of the academic record may be refused if a “hold” for non-payment of financial obligation exists. The copies shall be made at the student’s expense. The fee for making copies of the education record is set by each institution and must be paid at the time the copy is requested. (from *Administrative Policy 6.2.3*)

2. The right to “request for amendment” of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent.

There are, however, **exceptions** to the consent policy (*Administrative Policy 6.2.6*) and the colleges reserve the right, as allowed under the Act, to disclose education records or components thereof without written consent to:

- 1.) Personnel within the KCTCS who demonstrate a need to know and who act in the student’s educational interest including faculty, administration, and professional employees and other persons who manage students records (school officials with a “legitimate educational interest” should now also include contractors, vendors, and other non-employees performing institutional services and functions);
- 2.) Officials of other institutions at which the student seeks to enroll, on the condition that the applicable KCTCS college or System Office makes a reasonable attempt to inform the student of the disclosure at the student’s last known address, unless the student initiated the request to transfer;
- 3.) Officials of other schools at which the student is currently enrolled;
- 4.) Persons or organizations providing the student financial aid in order to determine the amount of, eligibility for, and conditions of an award, and to enforce the terms of the award;
- 5.) Accrediting organizations carrying out their accrediting functions;

- 6.) Authorized representatives of the Controller General of the United States, the Secretary of the Department of Education, and state educational authorities only if the information is necessary for audit and evaluation of federal or state supported programs;
 - 7.) State and federal officials to whom disclosure is required by state statute adopted prior to November 19, 1974;
 - 8.) Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the projects;
 - 9.) Parents of dependent students who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152 (as amended). This requires a certified copy of the parent's most recent Federal Income Tax Form;
 - 10.) Persons in compliance with a judicial order or a lawfully issued subpoena if reasonable effort is made to notify the student; and
 - 11.) Appropriate persons in a health or safety emergency, so long as (1) there is a serious threat to the student or others, (2) the knowledge of the information is necessary to meet the emergency, (3) time is of the essence, and (4) the persons to whom the information is disclosed are in a position to deal with the emergency.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college, college district, or the Kentucky Community and Technical College System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S.
Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605