



THE PRIVACY OF A STUDENT'S EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act ("FERPA") protects the privacy of student educational records and limits access to the information contained in those records. As a general rule, without a student's consent, the College may not release any of a student's educational records, even to parents, unless the parent has given evidence that the student is a dependent of the parent for tax purposes. Educational records include, but are not limited to, information regarding grades, accounts, financial aid, service scholarship, academic progress reports, health records, and disciplinary records.

The College may, however, disclose certain educational records or identifiable information without a student's consent when the disclosure –

- (1) Is necessary to protect the health or safety of the student or of others;
- (2) Is in connection with a student's application for, or receipt of, financial aid and is necessary to determine the eligibility, amount, or conditions of such aid, or is necessary for enforcing the terms and conditions of a Payment Plan and Promissory Note (PPPN);
- (3) Is to school officials with legitimate educational interests (such as tutors, administrators, service scholarship supervisors, health practitioners, members of the Board of Governors, Prefects and other students who are assisting another College official in performing a task), as well as to officials of other schools a student seeks or intends to enroll in;
- (4) Is limited to certain "Directory Information," that is, information that the College regards as public information (see list below), unless a student has completed the College's Directory Information Exclusion Form;
- (5) Is to parents or legal guardians of a student regarding any violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance so long as the student is under the age of 21, and the College has determined that the student has committed a disciplinary violation with respect to such use or possession.

Without the student's consent, therefore, the College generally may not release this information to anyone, even to parents, unless the parent has given evidence that the student is a dependent of the parent for tax purposes. The student may provide consent by signing a Consent to Release Educational Records form that is available from the Registrar and will generally be made available to students at registration. The student may revoke this Consent form at any time, but the College will presume that the Consent form will remain in effect through the duration of a student's enrollment at the College. The Consent form will be kept on file with the Registrar.

"Directory Information," may be released without a student's consent, unless the student has completed the College's Directory Information Exclusion Form. The College does not release directory information indiscriminately. Directory information consists of:

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|-----------------------------------|--------------------------------------------------------|-------------------------------------------------------------------|
| (1) Name | (9) Enrollment status | (17) Senior Thesis title |
| (2) Date and place of birth | (10) Class year | (18) Grade of PASS WITH DISTINCTION on Senior Thesis, if received |
| (3) Permanent and campus address | (11) Section | (19) Parents' and Guardians' Names |
| (4) Phone listings | (12) Schedule | (20) Parents' and Guardians' address(es) |
| (5) Email address | (13) Dates of attendance | (21) Parents' and Guardians' email addresses |
| (6) Country of origin | (14) Degree received and date received | (22) Parents' and Guardians' phone listings |
| (7) Student photo | (15) Participation in officially recognized activities | |
| (8) Prior school(s) of attendance | (16) Campus jobs, including salary and dates | |

Enrolled students may withhold disclosure of this directory information under FERPA by completing the College's Directory Information Exclusion Form which is available from the Registrar.

In addition to privacy rights, students also have certain other rights under FERPA in relation to their educational records, including –

- (1) The right to inspect and review one's educational records. Students should submit their request in writing to the Dean and indicate which educational records they wish to see. The Dean will then make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) The right to request an amendment to one's educational records that the student believes are inaccurate or misleading. Students may ask the College to so amend a record by writing the Dean and indicating the record to be changed and the reason for the change. The Dean and the Registrar will then determine whether to change the record as requested and so notify the student who may appeal the decision to the Instruction Committee.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. As noted above, a student may complete the Consent to Release Educational Records form to exercise such right, and such information may, under limited circumstances, be provided without a student's consent.
- (4) The right to request and receive a copy of the College's policy on the privacy of a student's educational records ("Policy on Release of Student Information"). Students may obtain a copy of the policy from the Registrar during normal business hours. Indeed, the College encourages students (and parents) to consult this policy should they have any question concerning the details of students' rights and limitations under FERPA.
- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Such complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., S.W., Washington, D.C. 20202-4605.