

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including requests for information from parents and other third parties. Without a student's written consent, the College cannot disclose information to any third party (exceptions noted below). Students may, however, provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

The College maintains two types of record files: academic and financial. Students may examine either set of records at any given time during regular school hours. For academic records, the student should contact the Director of Education; for financial records, students should contact the student outreach coordinator or the College Director.

As an exemption to this law providing availability of personal records to the student, the following information will be kept confidential and will not be made available to the student:

- Confidential financial records of the parents, unless written permission has been given by the parents to divulge such information to the student.
- The College will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:
 - Records are required by College officials in the proper performance of duties,
 - Organizations conducting studies for educational and governmental agencies,
 - U.S. Government agencies as listed in Public Law 93-380,
 - Accrediting agencies,
 - Parents of dependent children as defined in the Internal Revenue Code of 1954,
 - Appropriate persons about an emergency,
 - Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
 - In connection with the award of financial aid, and
 - In response to legal court orders.

In addition to the reasons listed above, the College may also release any information which it has designated as "directory information," unless the student specifically objects in writing to such disclosure (as further described below).

The College has designated the following categories of student information as "directory information":

- Student's name;
- Student's address;
- Student's telephone numbers (including cellular phone numbers, home phone numbers, or any other numbers provided to the College by the student);

- Date and place of birth;
- Programs are undertaken by the student;
- Dates of attendance;
- Degree awarded.

The College may disclose any of the above-listed directory information, to any party, without the prior written consent of the student, unless the student provides written notice to the Director objecting to the disclosure of all or part of the directory information no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information will be effective as of the date the written request is received and until rescinded in writing by the student. Material considered to be objectionable may be expunged from the student's record under any one of the following conditions:

- The student furnishes the school with factual data, which satisfactorily proves to an official of the school that the information originally placed in the file is incorrect.
- The student corrects the situation, which caused the objectionable entry to be made in the file, provided that such correction is to the complete satisfaction of the school official who made the original entry.
- The student may appeal any decision made by a school official by requesting a hearing.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failure to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office/U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.