



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Registrar's Office maintains a file on each enrolled student. Student files contain correspondence and communication that takes place between the student, the institution, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

This act, with which this institution intends to comply fully, was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with FERPA concerning alleged failures by the institution to comply with the act.

Currently enrolled students may withhold disclosure of any information under FERPA. To withhold disclosure, written notification must be received in the Registrar's Office after enrolling and within one month of starting class.

The College assumes that failure on the part of any student specifically to request the withholding of categories of information indicates individual approval for disclosure.

Federal law permits educational institutions to disclose academic and financial information to the parents of financially dependent children.

- Parents may obtain information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via submission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such.
- Parents of independent students may obtain information only if the Student signs a Family Education Rights and Privacy Act (FERPA) Release Form. This consent is valid for a one time use only and the College must obtain a second signed consent form before any additional information may be released.

Students may withhold disclosure of directory information by filing a written request with the Office of the Registrar. Please note that such withholding requests are binding for all information to all parties other than for educational purposes.

Students should **consider all aspects** of a directory information hold prior to filing such a request. This request will prevent the College from releasing any directory information, and any requests for such information from non-institutional persons or organizations will be refused. **(i.e., your name will not appear in the commencement program, we will not be able to confirm your degree to a prospective employer, etc.)**

Requests for non-disclosure will be honored by the College until revoked by the student.



Directory information includes:

- Student's name
- Address
- Telephone listing
- Email Address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Enrollment Status (e.g. undergraduate or graduate, full or part-time)
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards granted or received and dates granted or received
- Most recent educational agency or institution attended

Exclusions: Parents of dependent students, as defined by IRS standards, are excluded from this request for non-disclosure and may have access to their son or daughter's educational record if they provide a copy of the most current Internal Revenue Form 1040. Student records are also accessible for selected other purposes, such as to members of the faculty and staff of the College who have a legitimate need to know their contents, to another institution to which the student is transferring, and in response to a lawfully issued court order or subpoena.