

# **Family Education Rights and Privacy Act (FERPA) Policy**

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The Family Educational Rights and Privacy Act (“FERPA”) is a Federal law that protects the privacy of Student Education Records. FERPA gives Student

Commuter address

Dates of attendance

Degrees and/or certificates received with date

Campus e-

**Legitimate Educational Interest: The demonstrated “need to know” on the part of a School Official acting in a Student’s best interest to (a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; (b)**

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- B. The Hearing Officer will be a disinterested third party and appointed by the Registrar. The Student will have the opportunity to present evidence relative to the issues raised in the original request to amend the educational records.
      - C. The Hearing Officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
    - ii. If it is decided that the challenged information is not inaccurate or misleading or otherwise a violation of the Student's privacy or other rights, the Registrar will inform the Student that he/she has the right to place a statement in the record commenting on the challenged information and/or a statement setting forth the reasons for disagreeing with the decision.
      - A. The statement will be maintained as part of the Student's Education Records as long as the contested portion is maintained. If the CIA disposes of the contested portion of the record it must also dispose of the statement.
    - iii. If the CIA decides that the Student is correct in alleging that the information is inaccurate or misleading or otherwise a violation of the Student's privacy or other rights, the Registrar will notify the School Official responsible for the affected record of the decision. The School Official responsible for the record will amend the record accordingly and notify the Student in writing.
- 3) To authorize the disclosure of personally identifiable information contained in his/her Education Records:
  - a. The Student must complete and submit the consent form or online application used by the CIA. The written consent must: specify the records to be released; indicate the purpose of the disclosure; identify to whom the disclosure may be made; and be signed and dated by the Student.
- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the CIA to comply with the requirements of FERPA:
  - a. Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

b. The telephone number is 1-800-872-5327.

Note: All questions in reference to FERPA should be directed to the Registrar or the Director – Compliance & Information Privacy.

#### Permissible Disclosures without Student Authorization

Under FERPA, the CIA may, but is not required to, release information from a Student's Education



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