

FERPA Policy

Effective Date: June 23, 2024

Issued By: Human Resources

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An 'eligible student' is 18 years of age or older or who attends a post-secondary institution. These rights are as follows:

Right to Inspect and Review

Eligible students can inspect and review their education records within 45 days of submitting a written request. Requests should be submitted to the Registrar, Financial Aid, or the Bursar's Office. The student will be redirected appropriately if the receiving office does not maintain the requested records.

Right to Request Amendment

Students may request the amendment of education records they believe are inaccurate, misleading, or violating their privacy rights. Such requests must be submitted in writing, and the record and reason for the requested amendment must be specified. If denied, the institution will inform the student of the right to a formal hearing.

Right to Provide Consent Prior to Disclosure

Students must provide written consent before the institution discloses personally identifiable information (PII), except as FERPA allows. Permissible disclosures without consent include those to school officials with legitimate educational interests, officials at another institution for enrollment purposes, financial aid administrators, accrediting bodies, and certain federal and state authorities as detailed under 34 C.F.R. § 99.31.

Right to File a Complaint

Students may file complaints concerning alleged FERPA violations with the U.S. Department of Education:

Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

The institution may disclose directory information without prior written consent unless a student opts out.

Directory information includes:

- Name, address, and phone number
- Email address
- Student ID number
- Major of study
- Enrollment status
- Program start and end dates
- Degrees and awards
- Previous institutions attended

Non-Directory (Confidential) Information

Non-directory information includes grades, test scores, advising records, Social Security numbers, and disciplinary records. This information is not released without student consent, except where permitted under FERPA exceptions.

Record of Disclosures

Under 34 C.F.R. § 99.32, the institution must maintain a log of disclosures (excluding those made to the student, under directory information, or to school officials). Students have the right to inspect this log upon request.

Redisclosure Limitations

Parties receiving PII from student records may not redisclose the information without consent unless authorized explicitly under FERPA (34 C.F.R. § 99.33).

FERPA Compliance and Violations

Any suspected FERPA violation must be reported to the institution's FERPA Compliance Officer or Registrar within 24 hours. An investigation must commence within 5 business days, and findings must be documented within 15 days. Corrective action will be taken, including student notification where applicable. Records

must be retained for at least five years. The institution will cooperate fully with the Student Privacy Policy Office in any formal review process.

Annual Notification

Students are informed of their FERPA rights annually through the academic catalog, student handbook, institutional email, and online portals.

Employee Training

Employees with access to education records must complete FERPA training upon hire and annually thereafter to ensure compliance. The official U.S. Department of Education FERPA training can be accessed at: <https://usferpatraining-console.lrn.com/login>. This training is available to all employees, faculty, staff, and administrators and is designed to help individuals understand and uphold FERPA responsibilities.