

## **Notification of Student Rights under FERPA**

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Policy Type: Academic  
Policy Title: Notification of Student Rights under FERPA  
Governing Body: Senior Leadership Team  
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The College subscribes fully to the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974, Section 438 of the General Education Provision Act. It provides students access to education records directly related to them and protects the private information contained within those files from unauthorized persons.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. It affords students certain rights with respect to access to, amendment, and disclosure of their education records. Specifically, these rights include:

### **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

*A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.*

### **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

*A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*

### **The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

*The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement*

*unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.*

*A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.*

*Upon request, the College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. In such cases, the College will make reasonable efforts to notify students of this action.*

### ***Exceptions***

*Exceptions to the rights outlined above relate, primarily, to student and/ or campus safety issues. The limited occasions when a student's consent is not required to disclose personally identifiable information include:*

- To protect the health or safety of students or other individuals. Such a release of information could include medical or law enforcement personnel, public health officials, and parents. This information may include medical or health treatment records;*
- To provide timely warning and information of crimes that represent a threat to the safety of students or employees;*
- To provide information from campus law enforcement units to others;*
- To another institution at which the student seeks or intends to enroll;*
- To parents if a student is a dependent for income tax purposes, if a health or safety emergency involves their child, or if a student under the age of 21 has violated any law or policy concerning the use or possession of alcohol or other controlled substance. Please note that disclosure of information to parents in these circumstances is permitted, not required. The policy of Antioch College is to notify parents only in the case of a health or safety emergency or other set of extraordinary circumstances that affect a student's status at the college.*

**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.**

*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 202-5901**

## Directory Information

Antioch College shall give public notice of the categories of information that it has designated as directory information by identifying them in the curriculum catalog as well as on the College's website, in *One Morgan Place*, and in other publications directed to students. The College shall give students a reasonable period of time to inform the institution that any or all of the information designated should not be released without their prior consent. The Registrar will post such notification annually at the beginning of Fall Quarter in *One Morgan Place* and other appropriate venues to offer students the opportunity to opt out of releasing any or all of the information designated as directory information. The Cooperative Education Program will offer opt-out opportunities at the beginning of the cooperative work term before job lists are circulated. Academic Affairs will offer training for all new matriculating students regarding their FERPA rights within their first term on campus.

The US Federal Government's definition of the term "directory information" relating to a student includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Antioch College considers cooperative education job placement as one of the officially recognized activities that is central to its mission. For this reason, students' names will periodically be listed in association with their co-op employer, the position that they have attained, as well as the city, state, and country where they are working. Students will be given the opportunity to opt out of these listings prior to publication.

Self-designed majors are also considered integral to programming at Antioch College. For this reason, the titles and descriptions of these will be published regularly.

With these unique features in mind, Antioch College's definition of the term "directory information" relating to a student includes the following: the student's name; city, state/province and country of origin; major field of study, including self-designed majors and descriptions thereof; participation in officially recognized activities including cooperative education, research experiences, and study abroad; dates of attendance; degrees and awards received including publications, conference presentations, academic achievements, and other honors; and recent previous educational agency or institution attended by the student.