

## Notification of Student Rights under FERPA

"The Family Rights and Privacy Act of 1974 guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized College personnel. However, certain information classified as "Directory Information" is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: Student's name, addresses, College email, telephone listing, date and place of birth, major field of study, class year, participation in officially recognized activities, dates of attendance, status (full-time, half-time, part-time), degrees, honors, and awards received, and the most recent previous educational institution attended. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords students certain rights with respect to their education records". They are:

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

A student should submit to the Registrar, Vice President of Academic Affairs, Chairperson of the academic division, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The College official 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 College official to whom the request was submitted, that official will 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 is 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, 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The College will disclose information from a student's education records only with the written consent of the student (FERPA Waiver form), except in the following situations:

- To school officials with legitimate educational interests; A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted to perform required functions (such as an attorney, auditor, service provider, 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 responsibility;
- To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;

- To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the College, and accrediting organizations;
  - In connection with a student's application for, and receipt of, financial aid;
  - To comply with a judicial order or lawfully issued subpoena; and,
  - To appropriate parties in a health or safety emergency.
- **The right to be notified annually by the College of what student record information the College designates as “directory information,” and the right to request that no student information be designated as directory information.**

The College may release student record information designated as “directory information” without a student’s consent. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The College identifies the following student information as directory information: student’s name, address, telephone listing, College email, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or certificate: full-time or part-time), participation in officially recognized activities, degrees, honors and awards received, and the most recent educational agency or institution attended.

If a student does not want the College to disclose directory information without prior written consent, the student notifies the Registrar in writing at the One-Stop Service Center. Questions regarding this matter, please email registrar@laboure.edu.

**Students have 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. This is the name and address of the office that administers FERPA:**

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