

## **FERPA (Family Educational Rights and Privacy Act)**

*What you should know about FERPA as a student at the Southeast Missouri Hospital College of Nursing and Health Sciences.*

The Family Educational Rights and Privacy Act of 1974, as amended by the Buckley Amendment, is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Basically, the laws states that no one outside the institution shall have access to your education records nor will the institution disclose any information from those records without your written consent. There are exceptions, of course, so certain personnel within the institution may see your records, including persons in an emergency in order to protect the health or safety of students or other persons.

The Southeast Missouri Hospital College of Nursing and Health Sciences complies with FERPA, which gives you certain rights with respect to your education records. They are:

- (1) The right to inspect and review your education records within 45 days of the day the College receives a request for access.**

Students should submit to the Registrar a written request that identifies the record/s they wish to inspect. The Registrar will make arrangements for access and notify the student when and where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request an amendment of your education records that you believe are inaccurate or misleading.**

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the Registrar clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.

- (3) The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, professional, supervisory, academic, or support staff

position (including law enforcement personnel and health staff); a person or company with whom the college has contracted (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 responsibility.

- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Southeast Missouri Hospital College of Nursing and Health Sciences to comply with the requirements of FERPA. The office that administers FERPA is the: *Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.***

You may request information concerning your educational records from the Office of the Registrar.

Certain information about the currently enrolled student---name, date of birth, local and home addresses, telephone number, current term hours carried, classification (first year student etc.), major dates of attendance, degrees and honors earned and dates, the most previous education agency or institution attended, participation in College organizations, and pictures of students participating in College activities---is considered public directory information. The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Registrar's Office that he or she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, newspapers, radio stations, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless a written request to restrict release of student directory information to external sources has been requested. **If you do not want this information released, you should file a request with the Office of the Registrar within 10 days of the beginning of the term.**

At the post-secondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student. Records can be released to parents only under the following circumstances: (1) through a written consent of the student, (2) in compliance with a valid subpoena, or (3) by producing a copy of the most recent Federal Income Tax form showing the student was claimed as a dependent. The one exception that the 1988 Reauthorization of the Higher Education Act provides is for institutions to notify parents in the event of student disciplinary actions as a result of drug and alcohol infractions.