

## **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

**(1) The right to inspect and review the student's educational records within 45 days of the day Mount Aloysius College receives a request for access.** Students should submit to the Registrar, written requests that identify the record(s) they wish 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's Office, the Registrar shall advise the student of the correct official to whom the request should be addressed. Educational records are defined as those records related to a student and maintained by the institution or a party acting for the institution. The term "education records" does not include the following:

- records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records.
- records maintained by a law enforcement unit of the college that were created by that law enforcement unit for the purpose of law enforcement.
- records relating to the individuals who are employed by the college, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose.
- records relating to a student which are (a) created or maintained by a physician, psychiatrist, or other recognized professional or paraprofessional, acting in his/her professional capacity or assisting in a paraprofessional capacity; (b) used solely in connection with the provision of treatment to the student; and not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student's choice. "Treatment" in this context does not include remedial educational activities or activities which are part of the program of instruction at the college.
- records of the college which contain only information relating to a person after that person is no longer a student at the institution.

**(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask Mount Aloysius College to amend a record that they believe is inaccurate or misleading. They should write the Mount Aloysius College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Mount Aloysius College decides not to amend the record as requested by the student, it 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 he or she is notified of the right to a hearing.

**(3) 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.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Mount Aloysius 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 Mount Aloysius 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 request that Mount Aloysius College not release directory information including student's name, address, telephone number, date and place of birth, dates of attendance, degrees, and honors.** Requests to withhold directory information should be made in writing to the Registrar within two weeks of the beginning of the semester.

**(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount Aloysius College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605

### ***Directory Information***

The law provides students the right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. One such provision allows the release of "Directory Information" without the student's permission. Directory information is a type of information that generally would not be considered harmful or an invasion of privacy if released.

At Mount Aloysius College, directory information includes name, address, telephone listing, e-mail address, photographs, date and place of birth, major field of study, dates of attendance, enrollment status, participation in officially recognized activities, degrees, honors, awards, most recent educational institution attended and weight and height for athletes.

This information that the College has identified as directory information and that it routinely releases without a student's explicit permission can also be made confidential at a student's request. For students to do so, they must place their request in writing at the Registrar's Office. Additionally, the College can refuse to release such information if a request seems improper, e.g., for commercial exploitation.