

Privacy of Student Records – FERPA Disclosure

Greenville College maintains educational records on all individuals who have been or are current students at the institution. Educational records may include but are not limited to grades; application materials; honors, probation, or dismissal records; records of judicial proceedings; and other information that may be accumulated during the student's educational process. Educational records do not include student health or counseling records; employment records; alumni records; or records created by administrative or instructional personnel or agents of the College that are personal in nature, in the sole possession of the maker, and not accessible to any other person.

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.
A student should submit to the College Registrar a written request that identifies the record(s) the student wishes to inspect. The College Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
The Act limits students' ability to inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the institution permits access only to that part of the record which pertains to the inquiring student.
2. The right to request the amendment of the student's educational record 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 a letter to the College Registrar clearly identifying 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 by an impartial individual will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
FERPA allows the College to disclose educational records without a student's prior written consent to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities of the College. A school official is, but not limited to, 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, collection agent, or National Student Clearinghouse); 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.
Some educational records are considered confidential. Confidential information is released or accessible only to certain parties. According to FERPA, these confidential records may be released only to the student him- or herself, other parties when a student requests a release of such information in writing, parents

who have demonstrated that they claim the student as a dependent on their federal income tax form, or in compliance with a subpoena. Parents desiring access to their student's records must provide a copy of their federal tax form to the Financial Aid Office annually. Evidence that a parent claims a student as a dependent expires on April 15th of each year.

FERPA allows the disclosure of directory information. Directory information is defined as information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name; addresses; telephone numbers; electronic mail address; photographs; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); the most recent educational institution attended; dates of attendance; degrees, honors, and awards received; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

A student may request in writing that their directory information be restricted from publication. Students must file such a request with the Records Office. Request for restriction must be submitted in writing annually and will be accepted during the first two weeks of the fall, spring, or summer terms.

The College does not release directory information to outside organizations for commercial solicitation.

4. 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 20202-5901

Adapted from *The AACRAO 2010 FERPA Guide*. Eds. Leroy S. Rooker, et al.