

SAINT MARY'S COLLEGE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTIFICATION OF RIGHTS

The *Family Educational Rights and Privacy Act* (FERPA) affords students certain rights with respect to their education records. Education records are those records, files, documents and other materials directly related to a student that are maintained by the College. The rights afforded by FERPA are:

1. 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 wishing to review her education records must make a written request to the Registrar listing the specific records she wishes to inspect and review. Once the request is received, the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that she believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should direct a written request to the Registrar, clearly identifying the part of the record they believe should be amended and specify why it is inaccurate or misleading. (Grades are not included here.)

If the College decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of her right to a hearing regarding the request for amendment.

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.

Saint Mary's College may release education records under the following circumstances:

- a) The College may disclose information to school officials who have legitimate educational interests. A school official is any person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit 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/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b) Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- c) The College may release education records of a dependent student (as that term is defined in the Internal Revenue Code) to parents and legal guardians, when the College believes that it is in a student's best interest, in health and safety emergencies, and in certain other limited circumstances:

Disclosure generally will be limited to the following information:

- a student has voluntarily withdrawn from the College or has been required by the College to withdraw;
- a student's academic good standing is at issue;
- a student has been placed on academic or disciplinary probation;
- a student has financial obligations to the College;
- in exceptional cases when a student otherwise engages in behavior calling into question the appropriateness of the student's continued enrollment in the College.

Educational records relevant to the particular division are released by the Vice President or designee of that area (i.e., Vice President and Dean of Faculty, Registrar--as institutional guardian of student academic records, the Associate Dean for Advising; the Vice President for Student Affairs; Vice President for Enrollment Management; Vice President for Finance & Administration).

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 at the address below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Dependency

The College uses an opt-out approach to verifying dependency. At Enrollment at the beginning of each semester, students under age 24 are given an opportunity to opt-out, indicating they are not dependents as defined in the Internal Revenue Code. A student who is not a dependent must advise the Registrar in writing and provide documentation of financial independence. Where a student does not opt-out, she will be considered a dependent. A student may advise the registrar in writing and provide documentation of independence at any time during her enrollment at the College.

Directory Information

At its discretion and without the student's permission, the College may provide directory information in accordance with the provisions of FERPA. Directory information includes:

Name, addresses (including e-mail address), telephone numbers, date of birth, program of study, classification, dates of attendance, enrollment status, participation in officially recognized activities and sports, height and weight of athletes, photograph or video, degrees, awards received, and previous colleges attended.

Annual Notification: Saint Mary's students have the right to file written **annual** notification with the Registrar (beginning August 16, effective through August 15 of the following year) to prevent the disclosure of all directory information. In the event that written notification is not filed, it will be assumed that the student does not object to the release of directory information.

