

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Students
TOPIC: Family Educational Rights & Privacy Act
Approved:

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Page 1 of 1

POLICY:

The College shall afford students the rights and protections relating to their education records and practices related thereto as provided in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). In compliance with FERPA, the College shall not disclose personally identifiable information contained in student education records, except as authorized by law.

RESPONSIBLE POLICY OFFICIAL(S):

Registrar

DEFINITIONS

Education records - The term means those records that are directly related to a student; and maintained by an educational agency or institution or by a party acting for the agency or institution. The term does not include the provisions of §99.3.

Parent means a parent of a student and includes a natural parent, a guardian, or an individual.

Personally Identifiable Information - Information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Student, except as otherwise specifically provided in this part, means any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records.

PROCEDURE:

1. Faculty, staff and students shall be trained annually regarding FERPA.
2. Students will be informed of their FERPA rights annually through the student handbook and this policy. Student rights include the right to:
 - i. Inspect and review their education records within 45 days after the day Burrell College of Health Sciences receives a request for access. A student should submit a completed "Request to Review Education form" to the Registrar. 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - ii. Request an 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 to the school official responsible for the record, clearly 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, it 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.
- iii. Provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations.
 - iv. 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:

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

3. The College may disclose personally identifiable information without prior written consent under FERPA as part of the "*directory information*". The College has declared the following information as "***directory information***": student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, photographs, educational institutions attended, enrollment status, cohort classification, college and alternate e-mail addresses, leadership participation in officially recognized activities and graduate medical education placements. Students have the right to request that the College refrains from disclosing some or all directory information. This will prevent the College, however, from printing your name in certain publications (i.e. commencement program) or disclosing directory information requested by third parties including spouses and parents. A student can complete a "Request to Prevent Disclosure of Directory Information" form and submit to the Registrar's office. If a student does not specifically request the withholding of directory information by filing the appropriate College form, as indicated above, the College assumes that he or she approves of the disclosure of such information.

CROSS REFERENCES:

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99):

<https://www2.ed.gov/policy/gen/reg/ferpa/index.html>

Office of the Registrar: <https://burrell.edu/students/resources/office-of-the-registrar/>