

CONCORDIA COLLEGE
Notification of FERPA Rights

The federal Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) They 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 should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) he or she wishes to inspect. The Official Record Keeper will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record is not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Official “Record Keepers”

1. General – Dean, Student Affairs Office; 2. Discipline – Dean, Student Affairs Office; 3. Counseling and Disability Services – Director, Counseling Center; 4. Health Records– Administrator, Health Center 5. Transcript – Registrar, Registrar’s Office; 6. Advisement – Registrar, Registrar’s Office; 7. Academic Integrity – Dean, Academic Affairs Office; 8. Financial – Vice President of Finance, Business Office; 9. Financial Aid – Director, Financial Aid Office; 10. Career Center/Cooperative Education - Manager, Career Center; 11. Nursing – Chair, Nursing Department; 12. Social Work – Chair, Social Work Department; 13. Teacher Education – Chair, Education Department; 14. Concordia Language Villages – Vice President.

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

A student may ask the College to amend a record that he or she believes is inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record he or she would like changed, and specify why it should be changed.

If the Official Record Keeper decides not to amend the record as requested by the student, he/she 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 disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The College may be allowed or required to release information without student consent in situations such as, but not limited to, the following:

- a. **Disclosure to college officials with legitimate educational interests.** A *college official* is 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 (such as an attorney, auditor, or collection agent) who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of personally identifiable information from education records and is further subject to the requirements of §99.33(a) governing the use and re-disclosure of personally identifiable information from education records; a person serving on the Board of Regents; 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 college official has a *legitimate educational interest* if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- b. **Disclosure of directory information.** The primary purpose of directory information is to allow the college to include this type of information from a student’s education records in certain publications. Examples include: a playbill, showing student’s role in a production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The law and the College define *directory information* to include the following: confirmation of enrollment or admittance; a student’s name, home and campus address and phone numbers; verification of student’s signature; e-mail address; parents’ names and addresses; date and place of birth; major and minor fields of study; classification; full/part-time status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; photograph; and the most recent educational agency or institution attended. Directory information does not include a student’s social security number or student identification (ID) number, except when used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user. The student has the right to suppress release of “Directory Information” by the College by contacting the Student Affairs Office. Requests to suppress Directory Information will be honored indefinitely or a shorter period of time at the student’s request. The College cannot, however, assume any liability for honoring such a request.
- c. **Disclosures for transfer purposes.** The College may routinely disclose education records without consent to officials of another school, upon their request, in which a student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirement of §99.34. An education record may be sent to officials of another school without prior notice given to the student.

- d. **Disclosures to parent(s) of dependent students.** College officials may release information to the parent(s) of dependent students without the student's consent. A parent includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The College presumes that any unmarried undergraduate student under age 24 is dependent unless he or she notifies the College by a separate certification to the Registrar of their independent status. Independent status can be certified by appointed members of the Financial Aid or Registrar's Offices. A student under the age of 24 may claim Independent student status by providing the College proof of:
1. a veteran or active duty member of U. S. Armed Forces,
 2. an orphan, ward of court or in foster care at any time age 13 or older,
 3. a student with legal dependents other than a spouse,
 4. any documentation by Registrar as independent because of unusual circumstances.
- e. **Disclosure in connection with financial aid.** Education record information may be disclosed by the College in connection with financial aid for which the student has applied or received if necessary to determine a student's eligibility for financial aid, the amount of aid, or the conditions for award of the aid, or to enforce the terms and conditions of the aid.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Concordia 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 20202-4605

This notification supersedes all inconsistent prior statements and practices of the College and constitutes the annual notification required by the Final Rule amending the FERPA regulations on November 21, 1996.

Revised August 2012