

## **Student Education Records Privacy Policy (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of a student's education records. FERPA permits students (1) to inspect and review their education records, (2) to seek to amend their records, and (3) to limit disclosure of information from their education records without prior written consent except in certain circumstances. William Peace University will notify students annually of their rights under FERPA.

### **Student Inspection:**

A student may, upon request, inspect and review information contained in their education records. Students wishing to inspect their education record should submit a written request to the Registrar's Office specifying the records they would like to inspect. The Registrar's Office will make the records available for inspection within 45 days of submission of the request and will notify you of the time and place where the records may be inspected. If circumstances effectively prevent the student from exercising the right to inspect and review the records on campus, the University will make other arrangements for the student to inspect and review the requested records.

### **Requests for Amendment:**

A student may request amendment of their education records if the student believes the content to be inaccurate, misleading, or in violation of the student's rights of privacy. A student may submit to the office responsible for the record in question a written request for an amendment to their education record. The request will be reviewed, and the University shall decide whether to amend the record as requested within a reasonable time. Should the student be unsatisfied with the resolution, they may request a hearing to review the education record. If after the hearing the University does not implement the correction, the student may place a statement in their record commenting on the contested information.

### **Disclosure:**

The University will not provide access to or disclose any personally identifiable information from a student's education records, as defined by FERPA, without signed and dated written consent by the student except as permitted by law, in the University's discretion.

#### *School Officials*

One such exception permits disclosures to school officials of the University who have a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the University. A school official is 1) a person employed by the University in an administrative, supervisory, academic or research, or support staff position; 2) a person, company, or organization with whom the University has contracted as its agent to provide a service in place of using University employees (such as attorney, auditor, or collection agent); 3) a person serving on the Board of Trustees; or 4) a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

#### *Directory Information*

The University designates certain information that would not generally be considered harmful or an invasion of privacy if disclosed as "directory information." At its discretion, the University may disclose directory information about a student without the student's permission in accordance with FERPA. However, the University provides each student the option of restricting the availability of his/her directory information. The student should contact the Registrar's Office within 30 days of the beginning of the term if they would like to opt out of directory information. (The required form can be found at: <https://www.peace.edu/wp-content/uploads/DIRECTORY-INFORMATION-FORM.pdf> ) Any student who

has chosen to restrict directory information will need to rescind their request or provide individualized written consent before any information will be released. While students may opt out of directory disclosure, school officials will continue to have access to the student's information in accordance with their legitimate educational interest.

Directory information includes student name, addresses, telephone numbers, e-mail addresses, date and place of birth, hometown, most recent institution attended, major field of study, minor, concentration, dates of attendance, enrollment status, degrees, awards, honors received, photographic and digital images of the student taken and maintained by the University, participation in officially recognized activities and sports, and weight/height of members of athletic teams.

#### *Disclosure to Parents/Guardians*

The University may allow parents or legal guardians to have access to their child's education records, without the student's consent, if:

1. The disclosure is in connection with a health or safety emergency and knowledge of the information is necessary to protect the health or safety of the student or other individuals.
2. The student is under 21 years of age at the time of disclosure and has violated a Federal, State, or Local law, and the University determines that the student has committed a disciplinary violation.

#### **Student Consent to Disclosure:**

Students may give signed, written consent to allow others access to information in their education record. Students should contact the Registrar's Office to give written consent, and will be required to specify the information that may be disclosed and the individuals to whom disclosure is authorized. Students may revoke this consent by contacting the Registrar's Office.

#### **Limit to FERPA Protection of Education Records:**

FERPA's protection of Personally Identifiable information in a student's education record ends at the time of a student's death. Unless it has information to the contrary, seventy-five years after the date the records were first created, the University will presume that the student is deceased. If a student is enrolled at the time of death, the University will not release information from their education record for one year without the consent of the deceased student's next-of-kin.

#### **The Right to File a Complaint:**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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