

Family Educational Rights & Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, guarantees confidentiality of information in a student's education record that is not classified as "open directory." FERPA grants students the right to inspect and review their educational records, to seek to have records amended, and to have limited control over the disclosure of information contained in the records.

An educational record is defined as all records including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, or microfiche, that include information that directly relates to the student and are maintained by the College. The exceptions to the above are: 1). sole possession records (maintained by the creator, i.e. personal notes), 2). Law enforcement records, 3). employment records, 4). health records, and 5). alumni records.

FERPA allows for the release of directory information, that is, information that is not considered harmful if released. Dixie State College has designated open directory information as the following:

- **Student's full name;**
- **Address - local, permanent and e-mail;**
- **Date and place of birth;**
- **Major field of study;**
- **Participation in officially recognized activities and sports;**
- **Student's photograph;**
- **Height and weight if a member of an athletic team;**
- **Dates of attendance;**
- **Awards and degrees received;**
- **Most recent previous school attended;**
- **Classification.**
- **E-mail address**

Students have the right to withhold from the public directory information while enrolled. To do so, the student must file a request each school year in the Registrar's Office. Students may make a request to prevent disclosure of directory information by completing the appropriate form and returning it to the Registrar's Office.

A parent or guardian may have access to non-directory student information if the student is claimed as a dependent for federal income tax purposes for the year preceding the semester and for the year during which that semester occurs. If the student is not a dependent, the student must be willing to complete a consent form to release that information. Affidavits of dependency (Parental Affidavit for Academic Information) and Student Consent forms are available from the Registrar's Office. Faculty and staff may have access to and use of student directory and non-directory information so long as it is for purpose of conducting official college business.

Institutions may disclose information with the consent of the student. Such consent must include specific records that may be disclosed, purpose of the disclosure, and the persons to whom the disclosure may be made. "Blanket disclosures" are not acceptable. In certain instances, the College may disclose information without written consent of the student. These instances include other school officials, in connection with financial aid, subpoenas, accrediting organizations, state and local authorities, Dept of Ed, etc.

Dixie State College reserves the right to refuse to permit a student to inspect the following records:

- Financial statements of parents;
- Letters and statements of recommendation for which the student has waived his or her right to access, or which were placed in the file before January 1, 1975;
- Those records which are excluded from FERPA definition of education records.
- The College reserves the right to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the College, OR if there is an unresolved disciplinary action against the student.

A student may request to have records corrected that they believe to be inaccurate, misleading, or in violation of their privacy rights. To request a change, the student must first contact the VP, Student Services, identifying what he/she would like changed and why. This request must be done in writing. If the student's request is denied, the student has the right to a hearing. Should such a request be ultimately denied, the student has the opportunity to place a statement challenging the information and/or disagreeing with the determination of the hearing. If the College at any point in the process determines the request valid, the record will be amended and the student will be notified in writing. By policy, the College's custodian of records is the Registrar.