

Pennsylvania College of Technology

Policy Statement

Title: Family Educational Rights and Privacy Act (FERPA)

No: IV 4.04

Approved:

Date:

by Board Action
by Presidential Action

9/76

Revised:

4/83; 12/01; 8/04

- I. The purpose of the Family Educational Rights and Privacy Act is to afford certain rights to students concerning their educational records. The primary rights afforded are:
 - A. The right to inspect and review the educational records.
 - B. The right to seek to have the records amended.
 - C. The right to have some control over the disclosure of information from the records.
- II. Individuals within the institution who have a legitimate “need to know” can access information electronically, as well as in paper form, while exercising the ethical responsibility to use the information for the sole benefit of the student and the institution. Releasing this information to anyone else is in violation of student rights.
- III. Except as otherwise provided by law, written consent from the student is necessary before granting access or releasing records to a third party, except for directory information. In cases of subpoenas, the student will be informed by phone or registered letter that the institution has complied with a subpoena requesting information. The student’s written consent must include the following:
 - A. Specify the records to be released.
 - B. State the purpose of the disclosure.
 - C. Identify the party or class of parties to whom disclosure may be made.

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- D. Be signed and dated by the student.
- IV. Directory information is defined as: name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., freshman, sophomore, junior, senior; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent education agency or institution attended.
- V. Certain College offices are allowed to release directory information at this institution. Except as otherwise provided, these include but are not limited to College Information, the College Nurse, chief student personnel officer, Penn College Police Department, and the Registrar's Office.
- VI. Students who do not want their directory information released must notify the Registrar's Office in writing. This will also prevent the Registrar's Office from releasing their names to newspapers when their names would have appeared on the Dean's list, graduation list or other information where an address would be provided to the public. Their names would not be released to military recruiters or employers who may be requesting graduates' names for job searches.
- VII. Current and former students have the right to inspect and review their educational records within 45 days from the written request. The right of inspection and review includes:
 - A. The right to access, with an explanation and interpretation of the record.
 - B. The right to a copy of the educational record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. A copy may be refused, but only if, in doing so, the institution does not limit the student's right to inspect and review that record.
- VIII. Students are notified of the Family Educational Rights and Privacy Act through the College catalog and Student Guidebook.
- IX. Parents who provide proof of dependency through income tax records can gain access to their son's or daughter's records.