

Family Educational Rights and Privacy Act (FERPA)

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STUDENT RECORDS

St. Luke's College respects the confidential nature of all records of applicants, students, graduates, and former students. This is in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

Such educational records include those maintained by the College office. The official in charge of a particular student file is charged with the reasonable care and security of the file.

Student records (academic, health, financial aid, etc.) will be open to inspection upon request of that individual, in the presence of an appropriate College official, with the exception of:

Confidential letters and statements of recommendation placed in records prior to January 1, 1975.

Statements of recommendation for which the student has waived the right of access.

Financial records of parents if not authorized by parents.

Material, which is accessible to students, may not be removed from college files, but copies of such materials may be obtained at an established charge.

The student may submit a written response to any material contained in a record. This response will then be a part of the record.

A student may challenge the accuracy of the contents of his/her files. If the dispute has not first been resolved through informal discussion, the student may request a hearing in writing to the Department Chair, Student and Administrative Services. The Department Chair, Student and Administrative Services or designee will convene the hearing within a reasonable time, with advance notice to the student. The purpose of such hearing will be to determine the validity of the information in question. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised. A written decision will be made to the student within a

reasonable time after the conclusion of the hearing. This response will indicate the action to be taken.

Release of educational records or other personally identifiable information is restricted to authorized persons. Student consent is not needed. An authorized person includes:

- Personnel of the College who have legitimate interests.
- An individual/agency designated in writing by the student as having authorization to receive such records. A request for release of records must include the following:
 - The specific information to be released
 - The reason for such release
 - The party to whom the records are to be released
 - Date and authorized signature
- Authorized representatives of the Comptroller General of the United States, the secretary and the administrative head of an educational agency or state education authorities who have been authorized to conduct an audit, evaluation or investigation of a federally supported education program.
- Those persons or agencies dealing with a student's application for, or receipt of, financial aid.
- Accrediting organizations in order to carry out their accrediting functions.
- Those parties designated by judicial order or lawfully issued subpoena.
- In an emergency, appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Educational records of the student will not be released to the student or a third party as long as financial indebtedness or serious academic and/or disciplinary matters involving the student remain unresolved.

Personal information shall be transferred to a third party only on the condition that the third party will not permit any other party to have access to such information without the written consent of the student.

The College shall maintain a record indicating all individuals, agencies or organization which have requested or obtained access to a student's records. This record will be kept with the record of each student.

St. Luke's College considers the following as "directory information":

- Student's full name
- Student's local address
- Student's local telephone number
- Student's college email address

- Student's dates of attendance
- Student's graduation date
- Student's degree received
- Student's honors and distinctions while at St. Luke's College

A student may request that all or part of the "directory information" not be released without prior consent. This request should be made in writing to the Registrar.