

BETHUNE-COOKMAN UNIVERSITY
Family Educational Rights and Privacy Act of 1974



BETHUNE-COOKMAN UNIVERSITY

Policy:
Family Educational
Rights and Privacy Act of 1974

Date Revised:

Policy #

Office Responsible:

Office of the Registrar

Policy

Notice to Students

With limited exceptions, including “directory information,” no personally identifiable information from the education records of any current or former student will be disclosed to any third party, except authorized companies providing official services to the College, by any official or employee of the College without written consent of the student or as required by law. “Directory information” includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. A student has the right to prohibit the release of his or her own “directory information” by advising the Office of the Registrar in writing.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the Vice President for Enrollment Management a written request that identifies the record(s) they wish to inspect. The Vice President for Enrollment Management will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Vice President for

Enrollment Management, he/she shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education record(s) that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want to be changed, and specify why they believe it to be inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment in writing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University 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 University has contracted (such as an attorney, auditor, or collection agent); 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 school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bethune-Cookman 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 20202-5901