



## POLICY ON CONFIDENTIALITY OF RECORDS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

---

The Family Educational Rights and Privacy Act (FERPA) affords students (and in some instances parents of dependent students) certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day Glenville State College receives a request for access.

Students should submit to the registrar, academic dean, or other appropriate College official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the records are not maintained by the College official to whom the request is submitted, that official shall advise the student of the college official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

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

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to further review regarding the request for amendment. Additional information regarding the review process will be provided to the student when notified of the right to a review.

(3) The right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized 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 College in an administrative, supervisory, academic or research, or support staff position (including campus security and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Glenville State College 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, D.C. 20202-5920

Glenville State College has designated, in accordance with FERPA, the following categories of releasable information about students as "directory information". Directory information can be released by the College without the consent of the student. If a student does not wish "directory information" released, the student must submit a dated, signed, written request, at the beginning of each Fall semester, to the registrar stating which categories are to be kept confidential.

The Directory information categories are:

1) Name; 2) address; 3) telephone number; 4) date of birth; 5) major; 6) classification; 7); parental name and address; 8) number of credit hours currently enrolled; 9) marital status; 10) rank in class; 11) participation in officially registered activities and sports; 12) weight and height of members of athletic teams; 13) dates of attendance, including matriculation and withdrawal dates.