



DONNELLY COLLEGE

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) give students certain rights with respect to their education records.

These rights are:

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

Students should submit to the registrar, appropriate dean, or other appropriate 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 records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students are provided the opportunity to challenge through a hearing the content of their educational records if they believe the records contain information that is inaccurate, misleading, or in violation of the right of privacy. (Grades are not subject to challenge.)

Limited disclosure of information from a student's record shall be conducted through the Office of the Registrar to those who have written consent or to officials specifically permitted within the law, such as college officials and – under certain conditions – local, state and federal officials.

One exception permitting 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 law enforcement unit personnel 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 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.

Dependent students under 18 years of age:

Parents may have access to your educational record. The college will assume you are a dependent if your parents provide a written statement that you are listed as a dependent on their federal income tax forms.