

Family Educational Rights and Privacy Act

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974 set forth requirements regarding the privacy of student records. This Act, with which Defiance College intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

The Registrar has been designated as the contact person. Questions concerning FERPA may be referred to the Registrar in the Registrar's Office. Students also have the right to file complaints with The Family Education Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

To whom and under what conditions can colleges disclose personally identifiable information?

- to anyone, if the college has obtained prior written consent of the student
- to anyone in response to requests for directory information

What is directory information?

It is information that is generally not considered harmful or an invasion of privacy if disclosed. Defiance College lists in three categories the following information as directory information.

- **Category I:** Name, address, telephone number, dates of attendance, class roster, student schedule, and e-mail address.
- **Category II:** Previous institution(s) attended, majors, awards, honors (includes Dean's List), degree(s) conferred and dates, and status (full/part-time).
- **Category III:** Past/present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and photograph.

How may a student withhold directory information?

A student may request that directory information be withheld by submitting a signed, written request specifying the category of directory information to be withheld. Students may file a privacy restriction at any time during the school year. However, if the request is not received in the Registrar's Office one week after the semester begins it will be assumed that the above information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each academic year.