

**ANNUAL NOTICE TO STUDENTS
Regarding the Family Rights and Privacy Act**

Annually The Defiance College will inform students of the Family Rights and Privacy Act of 1974. This Act with which the institution intends to comply fully, affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar 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 Registrar, she shall advise the student of the correct 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 this or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) 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 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 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. Disclosure to a school official does not constitute authorization to share that information with a third party without the student's written permission. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Defiance 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, 600 Independence Avenue, SW, Washington, DC 20202-4605

The Registrar has been designated as the contact person. Questions concerning the Family Education Rights and Privacy Act may be referred to her in the Registration Center.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please check mark the appropriate boxes and affix your signature below to indicate your disapproval for the institution to disclose the following public or Directory Information. You do not need to return the form if you approve release of all information listed below.

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| Category I | Name, address, telephone number, dates of attendance, class roster, class schedule, e-mail address | 0 |
| Category II | Previous institution(s) attended, majors, awards, honors (includes Dean's List), degree(s) conferred and dates, status (full/part-time) | 0 |
| Category III | Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, photograph | 0 |

Date _____ Student Signature _____ Student ID # _____

Students may file a privacy restriction at any time during the school year. However, if this form is not received in the Registration Center 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.