



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3240 Educational Rights and Privacy
Origination: 03-12-2019
Approved: 05-08-2020
Effective: 05-08-2020
Reviewed:
Last Updated:

Subject: Educational Rights and Privacy

1. PURPOSE

This policy establishes expectations for maintaining the privacy of students' educational records.

2. SCOPE AND APPLICABILITY

This policy is applicable to students and all employees who have access to student records or other educational information associated with enrollment.

3. REFERENCES

- 3.1 FORM-0010 FERPA Release
- 3.2 NPRC-3260 Student Grievance and Complaint

4. DEFINITIONS

- 4.1 The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- 4.2 An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.

5. POLICY

- 5.1 All current and past NPRC students are eligible students, regardless of age. As such, all students have the right to
 - 5.1.1 Inspect and review their individual education records.

- 5.1.1.1 A student should submit to the Registrar, a written request that identifies the records he or she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 5.1.2 Request that the College correct records which they believe to be inaccurate or misleading.
 - 5.1.2.1 To request a correction to their record, students must submit to the Registrar a written request that identifies the records he or she wishes to correct. This request will be reviewed, and a decision made to correct or not. Students who disagree with the decision concerning a submitted request for correction to a record may submit a written appeal by following the formal appeals process provided by NPRC-3260 Student Grievance and Complaint. After going through that process, if the College still decides not to amend the record, the student has the right to place a statement with the record setting forth their view about the contested information.
 - 5.1.2.2 The Registrar or designee is responsible for processing requests for correction of records within 20 working days of the request's receipt. Processing includes collection of pertinent associated information, electronic notice of the College's decision regarding the request, and completion of any resulting revision of the eligible student's records.
- 5.1.3 Require the school to obtain written consent prior to disclosure of personally identifiable information. Students must complete and sign FORM-0010 FERPA Release before the College will release information from the educational record to an outside party. Exceptions for disclosure of those records without consent are permitted by FERPA to the following parties or under the following conditions:
 - 5.1.3.1 College officials who have a legitimate educational interest; Legitimate educational interest means a college official has a "need-to-know" regarding specific information in a student's record in order to fulfill their professional responsibility. Under certain emergency situations, it may be necessary to release information to protect the health or safety of the student or other students.
 - 5.1.3.2 Other post-secondary institutions to which a student is transferring;
 - 5.1.3.3 Specified officials for audit or evaluation purposes;
 - 5.1.3.4 Organizations conducting certain studies for or on behalf of the College;

5.1.3.5 Accrediting organizations;

5.1.3.6 To comply with a judicial order or lawfully issued subpoena;

5.1.3.7 Appropriate officials in cases of health and safety emergencies; and

5.1.3.8 State and local authorities, within a juvenile justice system, pursuant to specific law of the Commonwealth of Pennsylvania.

5.2 Records Not Open to Student Review: In accordance with federal regulations, students do not have the right to review the following records:

5.2.1 The financial records of the student's parents;

5.2.2 Records connected with an application to attend the College if that application was denied or if the applicant did not enroll;

5.2.3 Education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student; and

5.2.4 Those records which are excluded from the definition of education records.

5.3 The College reserves the right to deny copies of the transcripts or other records that are not required to be made available under FERPA if the student has an overdue financial obligation to the College, or if there is an unresolved disciplinary action against the student.

5.4 Directory Information: The College may disclose directory information without consent. Directory information includes student name, address, telephone number, date and place of birth, honors and awards, and term of attendance. Directory information may be released through mechanisms including, but not limited to, the College website, published Dean's lists, nominations for student awards, and job-related or educational recommendations for students.

5.4.1 Students may request the College not disclose their directory information during the application process or by request at any time thereafter. Such requests must be made in writing to the Registrar. Upon receipt of such a request, the College shall cease disclosure of directory information. Any directory information disclosed prior to the receipt of the request shall be part of the public record.

5.5 Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

6. RESPONSIBILITIES AND TIMELINES

6.1 The Vice President for Academic and Student Affairs or designee is responsible for oversight and administration of this policy.

7. SIGNATURES



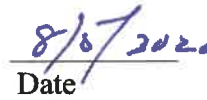
Chair, Board of Trustees



Date



President



Date