

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE  
CINCINNATI, OHIO

**POLICY TITLE: FERPA COMPLIANCE**

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

When a student reaches the age of 18 or begins attending a post secondary institution regardless of age, FERPA rights transfer to the student. The college is required by law to share all educational information with parents of dependent students as defined by the IRS tax code and report violations to parents related to alcohol or substance abuse if student is under 21 years old. Students to whom the rights have transferred are “eligible students”.

Annual notification of FERPA will be via EMAIL.

Educational records of the Good Samaritan College of Nursing and Health Science are maintained on the administrative data system.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the College. Good Samaritan College of Nursing and Health Science is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee for copies will be charged. The College will comply with the request within 45 days.
- Parents or eligible students have the right to request that the College correct records which they believe to be inaccurate or misleading. If the College decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- The College must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows the College to disclose those records, without consent, to the following parties or under the following conditions:
  - College officials with legitimate educational interest;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the College;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The College may disclose, without consent, "directory" information, which is information contained in the student education record that generally would not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listings, electronic mail address, major field of study, dates of attendance, grade level, current enrollment status, awards, receipt or non-receipt of a degree, student id, photographs, film, tape and/or voice recordings; and/or any interviews and the reproduction of photographs, film, tape and/or voice recordings, and/or interviews.

All student records, other than directory information, are to be treated with confidence so that the only access afforded the College faculty and staff is on a "need-to-know" basis. The Registrar's office is responsible for the maintenance of any particular student record and will be responsible to see to it that such confidentiality is maintained.

Procedure for Correction Hearing

1. Student will fill out Student Request for Formal Hearing form and give to Registrar's Office.
2. Dean of Enrollment Management will chair the Hearing Panel. Panel will consist of three members – chair, one academic member and one non-academic member.
3. The decision will be given to student on the First Endorsement section of the original request form.
4. The decision is final.

Approved By:  Date: 10/11/2010

Effective Date: 9/27/2010

Review/Revision Dates: 2/00, 11/01, 3/03, 2/05, 04/08, 6/10, 7/10, 9/10

Responsible Committee: Enrollment Management