## 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 to faculty, staff and students will be via EMAIL.

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

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:

- To other school officials, including teachers, within the School whom the school
  has determined to have legitimate educational interests. This includes
  contractors, consultants, volunteers, or other parties to whom the school has
  outsourced institutional services or functions, provided that the conditions listed
  in §99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities

may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to:

   (a) develop, validate, or administer predictive tests;
   (b) administer student aid programs;
   (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7)
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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:	Morris Cohen	Date:	07/01/2012
Effective Date: 0	07/01/2012		
	Dates: 2/00, 11/01, 3/03, 2/05	5 04/08 6/10 7/10 9/10	7/12
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