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|  <b>GOOD SAMARITAN COLLEGE</b><br><small>OF NURSING AND HEALTH SCIENCE</small> | <b>POLICY TITLE:</b><br><b>FERPA COMPLIANCE</b>  |
| Purpose of Policy:  | The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) is a federal law that protects the privacy of student education records.  |
| Scope:  | <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff<br><input checked="" type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other |
| Committee(s) Responsible:   | Enrollment Management  |
| Location of Policy:   | College Web Site   |
| Attachments:  | None   |
| Forms Location:   | None   |
| Related Policies:   | None   |
| Date Approved by Committee:   | 09/2016  |
| Prior Review Dates:   | 6/10, 7/10, 9/10, 7/12, 05/15, 09/16, 02/17, 7/17  |
| Date Policy Effective:  | 07/01/2015   |
| Next Review Date:   | 01/2018  |
| Final President Approval:   | 07/01/2017   |

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 postsecondary institution regardless of age, FERPA rights transfer to the student. 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 GSC are maintained on the administrative data system. Contact Information:

Leah Boerger, Registrar  
Office: 867.30  
Email: [leah.boerger@email.gscollge.edu](mailto:leah.boerger@email.gscollge.edu) or  
[Leah\\_boerger@trihealth.com](mailto:Leah_boerger@trihealth.com)  
Phone: 513.862.2493 Fax: 513.862.3572

Dr. Linda A. Hayes College Compliance Officer  
Office: 872.44

Email: [Linda.hayes@email.gscollge.edu](mailto:Linda.hayes@email.gscollge.edu) or [Linda\\_hayes@trihealth.com](mailto:Linda_hayes@trihealth.com)  
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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:

1. 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 outside party performs an institutional service or function for which the agency or institution would otherwise use employees; is under the direct control of the College with respect to the use and maintenance of education records; and is subject to the pertinent requirements governing the use and re-disclosure of personally identifiable information from education records. (§99.31(a)(1))
2. 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))
3. 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 personally identifiable information 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)
4. 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))
5. To State and local officials or authorities to whom this information is specifically allowed to be reported or disclosed pursuant to applicable State statutes and subject to the requirements of § 99.38. (§99.31(a)(5))
6. 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; or (c) improve instruction. (§99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
8. To parents, as defined in § 99.3, of a dependent student as defined in section 152 of the Internal Revenue Code of 1986. (§ 99.31(a)(8))

9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
11. Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
12. 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))

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. This does not include the name of any other student, including a victim or witness, without the prior written consent of the other student. (§99.31(a)(14))

1. 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))

“Directory” information 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 listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Students have the right to have this directory information withheld from the public if they so desire. Any student who wishes all directory information to be withheld shall so indicate by completing a Request Regarding Directory Information form available with the Registrar’s Office.

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.

All students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate. This process includes an opportunity for amendment or correction of the records. This provision does not apply to disputes over the awarding of individual grades by faculty members unless the grade assigned was inaccurately recorded.

**Procedure for Correction Hearing:**

1. Students challenging the information in their records will first need to fill out a Student Request for Formal Hearing form and return it to the Registrar's Office.
2. A Hearing Panel will be composed to review the Student's request. The Panel will consist of three members – chair, one academic member and one non-academic member. The Dean of Enrollment Management will chair the Hearing Panel.
3. The student will be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. Thereafter, the Hearing Chair will render a decision in writing to be delivered to the student on the First Endorsement section of the original request form.
4. The decision is final.