

## FERPA Policy

# Notification of Rights Under FERPA

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The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. 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. These rights include:

- A. The right to inspect and review the student's education records within 45 days after the day Goucher receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student 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. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
- B. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
  1. A student who wishes to ask the Goucher to amend a record should write the Goucher official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  2. If Goucher decides not to amend the record as requested, Goucher will notify the student in writing of the decision and the student’s 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.
- C. The right to provide written consent before Goucher discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  1. Goucher discloses education records without a student’s prior written consent to Goucher officials with legitimate educational interests. A Goucher official includes the following:
    - A person employed by the College in an administrative, supervisory, academic, research, or support staff position, including the Office of Public Safety and Counseling and Health Center staff.
    - A contractor, consultant, volunteer or other party to whom the College has outsourced an institutional service or function for which the college would otherwise use employees to perform (e.g. an attorney or auditor, a collection agency, the National Student Clearinghouse), provided that party is under the direct control of the College with respect to the use and maintenance of education records.
    - Individuals serving on the Board of Trustees.
    - Students serving on official boards or committees such as the Academic Honor Board, the Student Judicial Board or a grievance committee.

- A person assisting another school official in performing his or her tasks.
2. A Goucher official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Goucher.
  3. Upon request, the Goucher also discloses education records without consent to officials of another educational institution in which a student seeks or intends to enroll, 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)).

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Goucher 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  
 400 Maryland Avenue, SW  
 Washington, DC 20202

## I. DIRECTORY INFORMATION

Directory information refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Goucher College designates the following categories of student information as public or "Directory Information." Goucher may disclose such information at its discretion, provided however that the college may not use the student's social security number, either alone or in combination with other data elements, to identify student records when disclosing or confirming directory information without the written consent of the student.

1. Name
2. Local address, telephone number and campus e-mail address
3. Home address and phone number
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Height and weight of members of athletic teams
8. Dates of attendance
9. Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
10. Graduation date and anticipated date of graduation
11. Degree(s) conferred
12. Major and minor field of study
13. Awards and honors (e.g. Dean's List)
14. Previous institution(s) attended
15. Class (e.g. sophomore)

Examples of information which is NOT directory information and which may not be released without written consent include race, religion, SS#, student identification number, GPA, grades, test scores, class schedule, citizenship, and ethnicity.

A currently enrolled student may request that all or a portion of directory information not be released by filing a written request annually to that effect with the Office of the Registrar in Student Administrative Services by the end of the first full week of classes. Directory information will then be withheld until the end of the current academic year. Requests to withhold directory information must be filled annually with the Registrar's Office.

Note: students should carefully consider the consequences of any decision made to withhold any category of directory information as requests for such information from non-institutional persons or organizations will be denied. In addition, opting out does not prevent disclosure of the student's name, institutional email address, or electronic identifier in the student's physical or electronic classroom.

## **II. DISCLOSURE OF RECORDS WITHOUT CONSENT**

Goucher may make disclosures of educational records without consent. Eligible students have a right to inspect and review the record of disclosures. Goucher may disclose information from the education records without obtaining prior written consent of the student —

- A. 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)
- B. 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))
- C. To organizations conducting studies for, or on behalf of, the Goucher, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- D. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- E. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- F. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- G. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- H. Information the Goucher has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- I. 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))
- J. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the Goucher 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 Goucher's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- K. 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 Goucher, governing the use or possession of alcohol or a controlled substance if the Goucher determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Additional information about the college's administration of FERPA can be found on the college [website](#).