

FERPA Policy Statement

Student Rights under the Family Educational Rights and Privacy Act of 1974

The following is intended to notify all students of their rights with regard to education records under the Family Educational Rights and Privacy Act (FERPA) of 1974 and the federal regulations and college policy adopted pursuant to the Act. A more detailed description of those rights, titled "[Connecticut College Policy Statement on Education Records of Students](#)" which includes the location of most types of student education records, is available here and from the Office of the Registrar.

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

1. The right to inspect and review the student's own education records within 45 days after the day Connecticut College receives a request for access. A student should submit to the appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. The opportunity to inspect and review education records will be confined to normal business hours on days when the College is open. At the time of review, the official responsible for the records or a member of his or her staff will be available to respond to requests to explain the records. Students have the right to review only their own education records. When a record includes information about other students, that information will not be disclosed.
2. The right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The process includes the right to a hearing if the outcome of the challenge is unsatisfactory and the right to submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory. A student who wishes to challenge part of his or her education records should first discuss the matter with the College official who has control over the records in question. If the matter cannot be resolved within 7 days, the student may submit a written request to the Dean of Students, who will respond within 7 days. If the outcome is unsatisfactory to the student, the student may submit a written request for a hearing to the Dean of the College. A hearing will be conducted, within 45 days of the request, by the Dean of the College or by another College official who does not have a direct interest in the outcome of the hearing. In accordance with federal regulations, the student will be entitled to present evidence at the hearing and be assisted by individuals of his or her choice, including an attorney, at his or her own expense.

A written decision, based on the hearing, will be issued within 30 days of the hearing, which will be the College's final decision. If the amendment requested is denied, the student may place a statement in his or her records commenting on the accuracy of the information in the record and/or explaining his or her disagreement with the College. This statement will become part of the education record and will be disclosed whenever the contested portion of the education record is disclosed.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education record, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by Connecticut College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees, or a student serving on an official committee, such as a disciplinary or grievance committee. A College official may also include a volunteer or contractor outside of Connecticut College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfil his or her professional responsibilities for Connecticut College.

"Education records" include records, files, documents, and other materials that contain information directly related to a student and are maintained by the College. Certain types of information are not considered "education records" under FERPA.

These include:

- (i) records made by College personnel, including professors, which are in the sole possession of the person who made the records and are not accessible or revealed to any other person.
- (ii) records maintained by Campus Safety for law enforcement purposes.
- (iii) medical and counseling records that are made or used solely for treatment and disclosed only to individuals providing treatment.

B. Directory information.

The types of information listed below are designated by the College as directory information and, as such may be disclosed for any purpose at the discretion of the College, without the student's consent:

- 1. The name of the student who is or has been in attendance
- 2. The dates of attendance and class year
- 3. The enrollment status of the student (on campus, study away, or not on campus)
- 4. The local address and telephone number

5. The permanent address and telephone number
6. The cellphone number
7. The date and place of birth
8. The major field of study
9. Participation in college-sponsored co-curricular activities and athletics
10. The height and weight of members of athletics teams
11. The degrees and awards received
12. The most recent previous educational institution attended
13. Student Photo ID images
14. Email address

Under FERPA, students have the right to refuse to permit the designation of any or all of this personally identifiable information as "directory information," and thereby have the information withheld from public disclosure, by filing a written request to the Office of the Registrar by the first day of classes. If a request is not received by the Office of the Registrar by that date, it will be assumed that the above information may be disclosed for the current academic year. If a student chooses to withhold information from public disclosure, the College will follow the student's directive unless or until the student notifies the Office of the Registrar that the information may be disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Connecticut College 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, S.W.
Washington, D.C. 20202-5920**