

## **Messiah College Notification of Rights under FERPA**

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

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the College official responsible for maintaining the record a written request that identifies the record the student wishes to inspect. The College official 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the 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 under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College 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. A hearing, to be conducted by a disinterested person appointed by the President, will be held within 30 days of receipt of a written request. The student will have a full and fair opportunity to present relevant evidence. A written decision will be rendered within two weeks of the date of the hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, 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 school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a contractor, consultant, volunteer, or other party to whom the College has outsourced institutional services or functions instead of using College employees or officials; a person serving on the Board of Trustees; or a student serving on a College committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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  
20202-5901

FERPA permits (but does not require) the College to release “directory information” without student consent to anyone requesting information unless a student instructs the College not to release such information. Directory information means information contained in the education record of a student that would not be considered harmful or an invasion of privacy if disclosed. Directory information at Messiah College includes a student’s name, home address, all telephone numbers on record, campus address, high school attended, campus e-mail address, photograph (available on the College’s internal, secure, online system), dates of attendance, degree for which a student is a candidate, academic major, academic awards or honors, birth date, class year, full-time/part-time status, and weight and height for members of athletic teams. Directory information does **not** include a student’s social security number or student identification number. Without student consent, a student’s social security number or student identification number may not be used by itself to authenticate identity or to gain access to education records.

The College may provide lists of student names by religious preference (if known) once each year in response to inquiries by local churches. The College does not release directory information to outside organizations for commercial solicitation.

Any student who does not want directory information released must give written notification to the Vice Provost/Dean of Students. That notification will be effective until rescinded by the student. The College will not disclose directory information of a former student if the student instructed the College not to release directory information while he/she was in attendance.