

# Goshen College

## Privacy Rights of Students

August 2009

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post-secondary students enrolled at Goshen College are hereby notified of their rights with respect to their education records. They are:

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.  
Students should submit to the registrar, vice president for student life, or other appropriate official, written requests that identify the record(s) they wish 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.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.  
Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.
3. The right to prohibit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including security personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.  
  
A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Goshen 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, 600 Independence Ave., SW, Washington, DC 20202-4605.

FERPA further provides that certain information concerning the student, designated as "directory information," may be released by the College unless the student has informed the College that such information should not be released.

Directory information includes:

- name
- permanent address\*
- local address\*
- telephone number\*
- email address
- ID photo\*
- verification of birth date supplied by inquirer
- dates of attendance
- full or part-time status
- date of graduation and degree received
- major field(s) of study
- classification
- participation in officially recognized activities and sports
- height and weight of athletes

\*Goshen College distributes the information marked with an asterisk, but less publicly than the other items:

- The Campus Telephone Directory is compiled and made available to Goshen College faculty and staff. It includes name, local address, phone, and e-mail address.
- Your local address, phone number, student ID photo, and permanent address are available on Goshen College's website, but only to people using a computer connected to Goshen College's on-campus network (physically connected to the network or remotely connected with a valid Goshen College username and password.)
- Goshen College does not provide student email lists to public or private entities.

Any student who desires that any or all of the above listed information not be released may contact the registrar's office or complete the form found at <http://www.goshen.edu/registrar/privacy>. Such non-disclosure must be requested within the first seven days of the semester to be excluded from hard copy directories. Online listings can be blocked at any time.

Questions about this policy may be directed to Stan Miller, registrar, or Bill Born, vice president for student life.