



Privacy Rights of Students

September 2015

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, dean of students, 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.

Please note that college officials are permitted to let parents of all students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance. FERPA also permits the disclosure of information derived from education records (academic, financial and student life records) to that student's parent if the student is a dependent student, as defined in section 152 of the Internal Revenue Code of 1986. Neither the age of the student nor the parent's status as custodial parent is relevant to this exception, but if the student has not consented to disclosure, the parent must provide proof that the student is claimed as a dependent.

Another 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 educational 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:

- name
- permanent address
- local address*
- telephone number*
- e-mail 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:*

- Your local address, e-mail address, phone number, and student ID photo are available on Goshen College's Web site, 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 e-mail 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>.

Questions about this policy may be directed to the Registrar or Dean of Students.