

Student Privacy (FERPA)

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

In accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA), disclosure of student information, including financial and academic, is restricted. Release of information other than "directory information" to anyone other than the student requires a written consent from the student. The College may release "directory information" without prior written consent from the student. St. Mary's College considers the following to be directory information: **student's name, phone number, e-mail address, photographs, date and place of birth, year in college, parents' names and addresses, prior educational institutions attended, dates of college attendance, degrees, scholarships, awards received, weight and height of members of athletic teams, and participation in officially recognized activities and sports.**

The Office of the Registrar makes available copies of the federal regulations. The "Notification of Rights" appears in *To the Point*, the student handbook.

Students Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

- 1. The right to inspect and review your record within 45 days of the date that your request for access is received.**
- 2. The right to request an amendment of your educational record if you believe it is inaccurate or misleading.**
- 3. The right to consent to disclosure of personally identifiable information contained in your education record, except to the extent that FERPA authorizes disclosure without consent.**
One exception, permitting disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 responsibility.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by SMCM to comply with the requirements of FERPA.**

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

More information about the Family Educational Rights and Privacy Act (FERPA) can be obtained by visiting the US Department of Education's FERPA page at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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