



## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) gives students the following rights with respect to their educational records:

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 Registrar a written request that identifies the record(s) the student wishes to inspect. The staff of the office will notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Registrar's Office, the student will be notified of the current 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 are 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 Registrar's Office clearly identifying the part of the record the student wants 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 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. One exception permits disclosure to school officials with legitimate educational interests.

A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); 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 Trustees; or a student serving on an official committee, such as a disciplinary or grievance 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 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 the 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, SW • Washington, D.C. 20202-4605

According to FERPA a person becomes a student when they are in attendance as defined by the institution. A person who has registered and attended an academic offering of Ozark Christian College is considered a student. This includes online students who have registered and submitted an assignment. FERPA takes effect on the first day of class for newly admitted students. A prospective student who is accepted but does not register for a course or cancels his/her course registration before attending is not a student of the college subject to FERPA.

The college has designated certain information contained in the education records of its students as directory information for purposes of the FERPA: student name, email address, local address and telephone number, permanent address and telephone number, parents' names, hometown, degree program, class standing (senior, junior, sophomore, freshman), participation in officially recognized activities and sports, Christian service activities, dates of attendance, current enrollment status (full-time or part-time), degrees and awards received, most recent previous school attended, and photograph.

Directory information may be disclosed by the college for any purpose in its discretion, without the consent of a student. Students have the right, however, to refuse to permit the disclosure of any or all of the designated directory information. In that case, this information will not be disclosed except with the consent of a student unless otherwise allowed by FERPA.

Any student requesting nondisclosure of any or all of the designated directory information must file a written notification to this effect with the college Registrar during regular business hours. Forms for this purpose are available in the office of the Registrar. The written notification does not apply retroactively to previously released directory information.

To prevent the release of directory information, written notification must be filed no later than the second week of classes of the fall semester. If no request for nondisclosure is filed, the college assumes that a student does not object to the release of the designated directory information. Further information about educational records and the process of obtaining access to records may be obtained from the office of the Registrar.

Education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades,

or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, federal and state authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.