

5.g Family Educational Rights and Privacy Act (FERPA) Policy

Responsible Office	Human Resources and Provost/Vice President for Academic Affairs		
Effective	September 10, 2013		
Revised	September 10, 2013		
Last Reviewed	November 15, 2023		
Compliance	Family Educational Rights and Privacy Act of 1974 (FERPA)		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

Policy

It is the policy of Heritage University to comply with the stated and implied requirements of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that institutions of higher education strictly protect the privacy rights of all students who are or have been in attendance. In practice, this means that information contained in the student's educational record can be shared only with school officials who have a legitimate educational interest and/or a legitimate need to know such information to fulfill their professional responsibilities.

Under FERPA, students have the following rights regarding their educational and financial records.

- The right to have their education and financial records protected with the exceptions noted below
- The right to access their own educational records kept by the school
- The right to know about the purpose, content, and location of information kept as a part of their educational records
- The right to require educational records be disclosed only with their consent.
- The right to opt-out of having Directory Information disclosed.
- The right to seek to amend educational records.
- The right to file complaints for improper disclosure of records

Exceptions to non-disclosure: Non-directory information can be disclosed without student consent to the following entities or for the following purposes:

- A school official with a legitimate educational interest or a legitimate need to know.
- Other schools to which a student is transferring.
- Appropriate parties in connection with financial aid to a student. This requires an agreement specifying how the information will be used and protected.
- Parent or guardian of dependent student under the age of 18. Heritage will not disclose non-directory information of dependent students who are 18 years old or older without written permission from the student.
- Organizations conducting certain studies for or on behalf of the school. This requires an agreement specifying how the information will be used and protected.
- To comply with a judicial order or subpoena.
- Law enforcement records.
- Student employment records.
- Medical records to appropriate officials in cases of health and safety emergencies.
- Directory information unless student opts-out. Student may not opt-out of disclosing information that is part of identification badges or information necessary for the conduct of

instructional classes.

Definitions

Legitimate Need to Know: For these purposes, "legitimate need to know" shall mean an educationally related purpose that has a directly identifiable educational relationship to the student involved.

Dependent Student: Those students whose parent (or guardian) can claim them as a dependent on their tax return. At Heritage University the dependent student status only applies to students under 18 years of age.

Directory Information: Personally identifiable information that is not generally considered harmful or an invasion of privacy if disclosed and therefore is not protected. Students have the right to restrict access to their directory information. Heritage University considers the following to be Directory Information,

- Name, address, telephone listing, electronic mail address
- Date and place of birth
- Photographs
- Participation in officially recognized activities
- Field of study
- Enrollment status (Full, part-Time, undergraduate, graduate)
- Degrees & awards received
- Dates of attendance
- Most recent previous school attended
- Grade level

Related Documents

Authorization to Disclose Information from Education Records
Directory Information Opt Out