

## **Notification of Students of their Rights under the Family Educational Rights and Privacy Act (FERPA)**

*The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. These rights include:*

- 1. The right to inspect and review the student's educational records within 45 days of the day ACNHS receives a request for access. Students should submit to the support staff, director, 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 record may be inspected. If the records are not maintained by an ACNHS official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.*
- 2. The right to request the amendment of the student's educational records the student believes to be inaccurate, containing misleading information or are in violation of the student's privacy rights. Students may ask ACNHS to amend a record they believe contains information that is inaccurate, misleading or in violation of his/her rights of privacy. 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. If ACNHS decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.*
- 3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by ACNHS in an administrative, supervisory, academic or research, professional or support staff position (including law enforcement/security unit personnel and health staff); a person or company with whom the ACNHS 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 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. Upon request, ACNHS will disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Aultman College of Nursing and Health Sciences 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, DC 20202-4605**

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for open information from outside entities. The request should be submitted prior to the 12<sup>th</sup> day of class of the starting semester. A request to withhold information may be submitted after the stated deadline for a semester, but information may be released between the deadline and receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's full name, participation in officially recognized activities, address, telephone number, electronic email address, date and place of birth, major field of study, dates of attendance, degrees, honors, and/or awards received, grade level, the last educational agency or institution attended prior to ACNHS, and photograph.

The access and release of your non-public (non-directory) information such as educational records (or any personal identifiable information they contain) without your prior consent are prohibited under federal law. However, federal law permits access to such information without your prior consent under certain circumstances or to certain individuals. These include the following:

- School officials, including faculty, who have a legitimate educational interest in the records.
- Officials of another school, upon request, in which a student seeks or intends to enroll.

- Certain officials of the U.S. Department of Education, the U.S. Department of Defense (under the Solomon Amendment), the U.S. Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- Financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- Accrediting organizations in order to carry out their accrediting functions.
- Organizations conducting studies for or on behalf of ACNHS.
- Your parents, if you are a dependent as defined in Section 152 of the Internal Revenue Code.
- Appropriate parties in a health or safety emergency.
- To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
- By judicial order or lawfully issued subpoena.
- To the alleged victim of a crime of violence or a non-forcible sex offense where the alleged perpetrator is subject to formal disciplinary proceedings conducted by ACNHS.

**The law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of ACNHS. Also, it affords students the right to request that amendments be made to ensure that their records be accurate. Upon review by outside agencies files will be appropriately documented to indicate the reviewer, date and nature of the review.**

Copies of the Act and Federal Regulations are available for examination in the College Office or by accessing the Department of Education's FERPA web site at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). FERPA information is published annually in the catalog and student handbook.

## **Official Transcript**

Students may submit a written and signed request for transcripts and/or obtain a request for transcript form in the School Office or from [www.aultmancollege.org](http://www.aultmancollege.org). The transcript request will be processed once the transcript fee is received. A transcript will not be released if a student is indebted to ACNHS.

## **STUDENT RECORDS**

Aultman College of Nursing and Health Sciences (ACNHS) maintains a Record Retention Policy and Procedure according to The Family Educational Rights and Privacy Act [FERPA] [20 U.S.C. § 1232g; 34 CFR Part 99]), the American Association of Collegiate Registrars and Admissions Officers, AACRAO's Retention of Records, Guide for Retention and Disposal of Student Records and the Federal Student Aid Handbook, Recordkeeping and Disclosure and the Ohio Revised Code §149.33 and is available in the School Office, upon request.

Aultman College maintains records for applicants, enrolled students, transient students and graduates. The official permanent record, financial record and health services record are also maintained.

Student records include all official records, files and dates directly related to a student who has attended classes at Aultman College. This includes material that is incorporated into the student's cumulative record folder, which is intended for Aultman College of Nursing and Health Science use. Student records specifically include, but are not limited to, admission requirement data, level of achievement, transcripts, disciplinary reports and other pertinent documents. These records are kept in the Office of the Registrar. Academic records are maintained with the program of study.

All applicants' records will maintain active status for one year, at which time the files are purged and a student needs to re-apply to the ACNHS for admission. Financial aid records are maintained according to the three-year federal guidelines and are then destroyed. Health Service records are maintained according to the policy and procedure of the Health Service Department.

The official permanent record includes the students' final transcript. College catalogs containing course descriptions and other College information will also be maintained.

## **Review of Records**

A student may request, in writing, the opportunity to inspect and review his/her records. The request should be made to the Office of the Registrar and must specify

**records to be reviewed. The request to review the records will be granted within a reasonable amount of time, but not to exceed 14 days after the request has been made. ACNHS reserves the right to limit a student's ability to review certain financial records and confidential letters or statements of recommendation to the extent such limitations are consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974.**

**Records will be reviewed by the student in the presence of the Registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the School record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.**

**ACNHS follows the requirements pertaining to the access, inspection, and review of student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.**

**Directory Information Withhold/Release Form**

**Withhold Directory Information**

I want **Directory Information** to be *withheld*. **Directory Information** includes all items listed above.

I understand that Aultman College of Nursing and Health Sciences will be unable to release **Directory Information** to non-institutional persons or organizations including verification of degree, major or enrollment for possible employment, insurance purposes, mortgage application information, apartment leases, etc.

**I wish to prevent the disclosure of my *Directory Information* and understand the ramifications of doing so.**

Name (print) \_\_\_\_\_

Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

We will honor your request to **Withhold Directory Information** from the date that this form is *received* in the AHSRT office. Completion of the form below will cancel the **Withhold Directory Information**. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the Withhold Directory designation.

**Release Directory Information**

I want **Directory Information** to be *released*. **Directory Information** includes all items listed above.

I no longer wish to prevent the disclosure of my **Directory Information** and release ACNHS from any responsibility to withhold open **Directory Information** from the date this form is *received* in the School office.

Name (print) \_\_\_\_\_

Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

This form should be submitted to Professional Staff in the ACNHS Office on or before the 12<sup>th</sup> day of the term. Forms will be accepted after this deadline, but we cannot be responsible for the release of **Directory Information** prior to receiving the **Directory Information Withhold Form** request in the office.

**Return this form to: Aultman College of Nursing and Health Sciences, 2600 Sixth St.  
S.W., Canton, OH, 44710 (FAX: 330-580-6654)**