

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) govern Livingstone College's policy regarding access to student records (such as grades, grade point average, and class rank). Under this law, students have the right to inspect and challenge the accuracy of information contained in their college educational record.

FERPA places restrictions on the College's ability to release student records. The College is authorized to release records only to former or current students, or to specific college or government officials. Exceptions to this occur when the student gives prior written consent for the release of his/her records to specified persons. Parents can have access to a student's records only when they fulfill the following two conditions: (a) they have declared the student to be a dependent on their last Federal Income Tax Return form (documentation must be provided); and (b) students submit a signed statement to that effect to the Registrar's Office.

FERPA does allow the College to release the following kinds of information (not considered private records) unless the student requests that it be withheld: directory information (such as student name, address, telephone number), date and place of birth, classification, college, major, dates of attendance, degrees and awards, the most recent educational agency or institution attended, participation in school activities and sports, and weight and height (for special activities). Photographic, video, and electronic images of students taken and maintained by the College are also considered directory information. Any student not wanting this information released must make a written request to the Registrar prior to the close of each spring semester for the following academic year.

As a matter of practice, the College does not sell or give away lists, which are in unpublished or computerized form, to any outside agency, individual, or business. Questions concerning the policy for the release of information should be directed to the Office of the Registrar.

**LIVINGSTONE COLLEGE  
STUDENT PRIVACY RIGHTS STATEMENT**

**PART A: STUDENT'S PRIVACY RIGHTS**

Livingstone College recognizes the privacy rights of its students upon enrollment. These rights are to be respected and executed according to Livingstone College's policy that addresses the regulations stipulated in the General Education Provisions Act, Section 438, (*Privacy Rights of Parents and Students/Family Educational Rights and Privacy Act (FERPA) "The Buckley Amendment" 1974*) as amended. Livingstone College officials are required to protect the privacy of a student's educational record and must not release disclose any identifiable or personal information without the written consent of the student unless such is permitted by FERPA. Copies of the FERPA policy may be obtained on request from the Office of the Registrar.

*We recognize that students have the right to:*

1. inspect and review your education records;
2. receive copies of your education records on payment of the institutional fee (\$10.00 per copy) when copies can be made available for you to review and inspect;
3. receive a response from College officials to reasonable requests for explanations and interpretations of your educational records;
4. request that the college amend information in your records which you believe is inaccurate or misleading or violates your PRIVACY rights;
5. a hearing if the College decides not to amend your records;
6. place a statement in your educational records if, after the hearing, you are not satisfied with the findings;
7. grant or withhold written consent for disclosures of directory information\* and personal identifiable information from your educational records.
8. file a complaint regarding alleged failures by the College to comply with the requirements of Section 438. Complaints should be addressed to: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.
9. authorize or not authorize the Office of the Registrar to allow your parents guardians to review or inspect your personal/educational records
10. waive or voluntarily give up any or all of the above-mentioned rights. Such waivers must be in writing, specific, and signed by you. You may revoke your waiver at any time, but your right of privacy will apply only to entries made in your educational records after the revocation;

**\*DIRECTORY INFORMATION:** Student's name, sex, address, telephone number, date and place of birth, major, class, dates of attendance, degrees, honors, most recent previous educational institutions attended, participation in officially recognized activities, including intercollegiate athletics, name, weight, and height of participants on intercollegiate athletic teams.

**PART B: AUTHORIZATION TO RELEASE ID AND PERSONAL PIN NUMBER FOR GRADES, ETC.**

I, (print name) \_\_\_\_\_, authorize the Office of the Registrar Livingstone College to release my ID number and personal PIN number to the persons listed below to view my grades and student account information via the JICS/Campusweb . I also authorize Livingstone College personnel/officials to discuss my class attendance and class performance with the persons listed below. (Please indicate below the name(s) and address(es) of parent(s)/guardian(s) who should receive the ID number and personal PIN number.)

NAME	NAME
ADDRESS	ADDRESS
CITY STATE ZIP	CITY/STATE/ZIP
RELATIONSHIP TO STUDENT:	RELATIONSHIP TO STUDENT:

Signature of Student: \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_