Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan College of Technology and Design community, only those members, individually or collectively, acting in the student's educational interests are allowed access to student educational records. These members include personnel in Student Services, Accounting, Financial Planning, Admissions, Registrar, Directors, and academic personnel within the limitations of their need to know. Faculty members may also have access to records if/when a need-to-know situation arises.

At its discretion, Sullivan College of Technology and Design may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory information by notifying the Academic Services office in writing within two weeks after the first day of class each quarter.

Requests for nondisclosure and authorization to withhold Directory Information must be filed annually in the Registrar's Office.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The Registrar's Office at Sullivan College of Technology and Design has been designated by the Institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, academic, cooperative education and job placement records.

Students wishing to review their education records must make written requests to the Registrar's Office listing the item or items of interest. Only records covered by the Act will be made available within five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document, which exists elsewhere.) These copies would be made at the student's expense at prevailing rates that are listed in the current catalog. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, job employment
records or alumni records. Health records, however, may be reviewed by a physician of the student’s choosing.

Students may not inspect and review the following as outlined by the Act:

- Financial information submitted by their parents;
- Confidential letters and recommendations associated with admissions, employment or job placement records, or
- Honors to which they have waived their rights of inspection and review; or
- Education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the College’s Registrar. If the decisions are in agreement with the student’s requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the College’s Executive Director who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the Executive Director.

Decisions of the hearing panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records, a statement commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings panel. The statement will be placed in the education records, maintained as part of the student’s records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the Institution. Students should know that complaints regarding potential violations may be lodged with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.
Revisions and clarifications will be published as experience with the law and Institutional policy warrants.