

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. **The right to inspect and review the student's education records** within 45 days after the day Rosedale Bible College (hereinafter, “the College”) receives a request for access. A student should submit to the registrar or academic dean, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student’s education records** that the student believes to be 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 school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s 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 (PII) from the student’s education records**, except to the extent that FERPA authorizes disclosure without consent.

One important exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving in an official capacity as resident director or advisor, or assisting another school official in performing his or her tasks. A school official also may include a person or company with whom the College has contracted (such as an attorney or auditor). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

The college may also disclose education records without consent in certain other circumstances:

- To officials of another school where the student seeks or intends to enroll if the requested disclosure is for purposes related to the student’s enrollment or transfer
- To accrediting organizations to carry out their accrediting functions.

- To appropriate parties in a health or safety emergency
 - To comply with a judicial order or a lawfully issued subpoena
 - In connection with a student’s application for or receipt of 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
 - To certain officials of the U.S. Department of Education, the Attorney General, to state and local educational authorities, in connection with certain state or federally supported education programs
 - To organizations conducting authorized studies for, or on behalf of, the College
 - To parents of an eligible student if the student is a dependent for IRS tax purposes on the most recent return filed.
 - To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21.
 - Information the college has designated as “directory information.” See section 5 below.
 - The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that crime
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, DC 20202

5. **The right to restrict the release of “Directory Information.”** The College designates the following as public or “Directory Information”: student name, address, telephone number, email address, photograph, dates of attendance, previous institutions attended, major fields of study, enrollment status (full or part time), awards (but not scholarships), honors, degrees conferred (including dates), and past and present participation in officially recognized activities.

Students may restrict the release of “Directory Information,” except to school officials with legitimate educational interests and others as indicated in section 3 above. To do so, a student must make the request in writing to the Registrar’s Office, 2270 Rosedale Road, Irwin, OH 43029. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed.

Approved by the Administrative Council, April 11, 2014