

## KEUKA COLLEGE RELEASE OF INFORMATION POLICY

On November 19, 1974, the United States Congress adopted "The Family Educational Rights to Privacy Act of 1974," commonly called the Buckley Amendment or FERPA. The law has been amended several times since its passage. The basic thrust of the law is to improve student access to information about themselves as well as to restrict the release of this information to others with the consent of the students involved.

This statement is based on current available information relative to the Family Education Rights and Privacy Act of 1974, as amended in 1992.

### DEFINITIONS

For the purposes of this policy, Keuka College has used the following definitions:

Student--any person who is attending or has attended Keuka College.

Educational records--any record that is maintained by Keuka College or an agent of the College that is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker and is not accessible to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that she/he is a student.
3. Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional if the records are used for the treatment of a student and made available only to those persons providing the treatment.
4. Alumni records which contain information about a student after she/he is no longer in attendance at Keuka College and which do not relate to the person as a student.

### ANNUAL NOTIFICATION

Keuka College is required to annually notify students of their FERPA rights. Keuka College students and parents may obtain a copy of the entire policy on the Keuka College website. The Parents Statement of Parent Dependency form can be obtained on-line. Individuals without web access may contact the Registrar's Office directly.

In addition, a reminder statement is included in the Family Handbook that is mailed to all parents.

### DIRECTORY INFORMATION

Keuka College designates the following items as Directory Information: student name, parent's name, address, telephone number, campus address and phone number, campus e-mail address, date and place of birth, major field of study, student class schedules, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, inclusion in graduation lists and Dean's List, receipt of scholarships, honors and awards, most recent previous school attended and photograph.

Keuka College may disclose any of these items without prior written consent, unless notified in writing to the contrary by September 10 of each academic year (February 15 for those students whose attendance begins in the spring semester). Students may contact the Registrar's Office for the appropriate form.

### DISCLOSURE OF EDUCATIONAL RECORDS

Keuka College will disclose information from a student's educational records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To College officials who have a legitimate educational interest in the records.

A school official is:

- Any person employed by Keuka College in an administrative, supervisory, academic or research or

support staff position.

- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a special task, such as an attorney or auditor.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing her/his tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
  - Maintaining the safety and security of the campus.
2. To certain officials of the US Department of Education, the Comptroller General and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
  3. In connection with a student's request for financial aid or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid or to enforce the terms and conditions of aid.
  4. To State and local officials or authorities if specially required by a State law that was adopted before November 19, 1974.
  5. To organizations conducting certain studies for or on behalf of Keuka College.
  6. To accrediting organizations to carry out their functions.
  7. To the parent(s) of an eligible student who is claimed as a dependent for income tax purposes. The College will provide grades and other information to parents if the Parent's Statement of Student Dependency has been filed with the Registrar's Office. A new form must be completed each academic year.
  8. To comply with a judicial order or a lawfully issued subpoena. Keuka College will make every effort to notify the student prior to compliance with any subpoena.
  9. To appropriate parties in a health or safety emergency.
  10. To individuals requesting directory information so designated by Keuka College.
  11. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a sex offense or a crime of violence to the alleged victim of that crime.

### **RECORD OF REQUESTS FOR DISCLOSURE**

Keuka College will maintain a record of all requests for and/or disclosures of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

### **TYPES, LOCATIONS AND CUSTODIANS OF EDUCATIONAL RECORDS**

The following is a list of the types, locations and custodians of records Keuka College maintains.

<b>TYPES</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
Admissions Records	Registrar's Office, Ball Hall	Registrar
Cumulative Academic Records (current and former students)	(Same as above)	Registrar
Health Records	Health Services, Harrington Hall	Director, Health Services
Field Period Proposals	Office of Experiential Programs Hegeman Hall	Assistant Dean, Experiential Programs
Financial Records	Bursar's Office, Ball Hall	Bursar

Financial Aid	Financial Aid Office, Ball Hall	Director, Financial Aid
Progress Records	Individual Faculty Member	Faculty Member
	Division Offices	Division Chairperson
	Academic Support Offices	Academic Support Staff
Disciplinary Records	Student Affairs Office	Dean, Student Affairs
Occasional Records	The appropriate official College staff	

### **PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

Students may inspect and review their educational records upon request to the appropriate records custodian. Students should submit to the custodian a written request that identifies as precisely as possible the record or records she/he wishes to inspect.

The record's custodian or an appropriate Keuka College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the record may be inspected. Access must be given within 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to the him/herself.

Keuka College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of Keuka College.
2. The student has an unpaid financial obligation to Keuka College.
3. There is an unresolved disciplinary action against the student.
4. The educational record requested is an exam or set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an educational record subject to FERPA.)

### **LIMITATION ON RIGHT OF ACCESS**

Keuka College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived her/his right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend Keuka College if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records.

### **FEES FOR COPIES OF RECORDS**

The fee for copies will be \$.05 per page. Keuka College reserves the right to charge for postage should the copies be mailed to the student.

### **CORRECTION OF EDUCATIONAL RECORDS**

Students have the right to ask to have their records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the appropriate record custodian to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his/her privacy rights.
2. Keuka College may comply with the request or it may decide not to comply. If it decides not to comply, Keuka College will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights.
3. Upon request, Keuka College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded to a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. One or more individuals, including an attorney, may assist the student.
5. Keuka College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Keuka College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If Keuka College decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as a part of the student's educational records as long as the contested portion is maintained. If Keuka College discloses the contested portion of the record, it must also disclose the statement.