

## **Annual Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day Johnson College receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar 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 education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Johnson College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Johnson College decides not to amend the record as requested, the Registrar 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 from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Johnson College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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 education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

### **RELEASE OF DIRECTORY INFORMATION**

Johnson College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary by signing a Request to Prevent Disclosure of Directory Information within the first two weeks of the semester. The forms are available in the Registrar's Office and on the Registrar's page of the College website. This will prevent the Registrar from releasing information to the media regarding graduation or awards since that information includes the student's address.

Directory information is defined as a student's name, address, telephone number, enrollment status, e-mail address, program of study, dates of attendance, participation in activities and sports, degrees awarded and dates of awarding.

Johnson College assumes that failure on the part of any student to specifically request the withholding of categories of "directory information" indicates individual approval for the disclosure.

(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 20202-5901