FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records and details exemptions permitted to educational institutions. FERPA affords students certain rights with respect to their education records, e.g. inspection of their education records, request correction of information in their education record which they believe to be inaccurate or misleading, and to request non-disclosure of Directory Information.

Procedure for Request of Student to Inspect

The student should submit to the Student Services Coordinator a written request that identifies the records the student wishes to inspect. The Student Services Coordinator will

- make arrangements for the student to inspect and review the education records within 45 days after the day the request is received, and
- notify the student of the time and place where the records may be inspected.

Institute staff will be present while the student reviews the records.

Procedure for Student Request for Amendment/Revision to Education Records

The student should submit to the Student Services Coordinator a written request for amendment that contains:

- the specific records which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERP;
- the specific amendment requested to be made to those records; and
- attached evidence that supports the accuracy of the request.

The Student Services Coordinator will review the request and evidence and consult with the Institute Director. The Institute Director will make the final determination and will inform the student of the determination via a letter. If the request to amend the records is denied, the student will be advised of the right to a hearing and the procedures.

Hearing Procedures

Upon request, a student will be given an opportunity for a hearing to challenge the content of the education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

If, as a result of the hearing, the information is

- inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the record will be amended accordingly, and the student will be informed of the amendment in writing.
- not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be informed of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both. The statement with the contested part of the record shall be maintained for the life of the record; and a statement will be that the information was contested whenever the portion of the record to which the statement relates is disclosed.

Directory Information
FERPA authorizes disclosure, without the student's consent, of certain personally identifiable information…called "Directory Information", which is defined under FERPA as the student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Douglas J Institute will release the student's name, honors and awards, and dates of attendance as "Directory Information."

The student may request that his or her directory information not be disclosed by completing Douglas J Institute's Privacy of Directory Information Form .

Other Disclosures and Disclosures Not Requiring Consent
Douglas J Institute is authorized under FERPA to disclose any and all education records, without the prior written consent of students, under the FERPA disclosure exemptions, to institute employees for legitimate reasons in the fulfillment of their professional responsibilities at Douglas J Institute, or a person or company with which Douglas J Institute has contracted as its agent to perform a service including but not limited to an attorney, auditor, collection agency, student loan default prevention, financial aid consulting firm, financial aid processing company, or documentation of placement outcomes. In addition, FERPA permits institute officials to disclose education records without student consent to officials of another school in which a student seeks or intends to enroll or was enrolled for the processing of Federal Student Aid.

Some disclosures do not require student consent, and the student cannot prohibit disclosure:

- Disclosure of education records to authorized government officials including, but not limited to, the U.S. Department of Education for audit, evaluation, administrative and enforcement purposes, or the U.S. Immigration and Customs Enforcement in compliance with the Student Exchange Visitor Information System (SEVIS).

Douglas J Institute provides access to student and other school records to its accrediting agency.

Douglas J Institute complies with judicial orders or lawfully issued subpoenas, making a reasonable effort to notify the student of the order or subpoena in advance of compliance so that the student may seek protective action unless the disclosure is in compliance with ECR 34, §99.31(9)(ii).

Based on the good judgment of the Institute Director or their designee, Douglas J Institute will only disclose personally identifiable student information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Documenting Disclosure of Information

Except for Directory Information or use by Institute officials, Douglas J Institute shall maintain a record of each request for access and each disclosure of personally identifiable student information, the parties who requested and their legitimate interest in the information for as long as the educational records themselves are kept.

Complaints

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202