
North Central University

~ INSTITUTIONAL POLICY ON FERPA COMPLIANCE ~

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 student be made available. The law provides that the institution will maintain the confidentiality of student education records.

North Central University accords all the rights of students who are declared independent under the law. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency situation in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the North Central University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, e-mail address, 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 Registrar's Office or Mail Center in writing within two weeks after the first day of class for the term.

Request for nondisclosure will be honored by the institution for one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Mail Center.

The law provides students with the right to inspect and review information contained in their education 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 panels are unacceptable. The Registrar's Office 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 and academic cooperative education and placement records. Students wishing to review their education records must make written request to the Registrar's Office listing the item or items of interest. Only records covered by the Act will be made available within 45 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 students' expense at prevailing rates which are listed in the current catalog. Educational records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be retrieved by physicians of the students' choosing.

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

1. Financial information submitted by their parents
2. Confidential letters and recommendations associated with admissions.
3. Employment, job placement or honors to which they have waived their rights on inspection and review.
4. Education records containing information about more than one student, in which case, the institution will permit access only to that part of the records that pertain 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 Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Registrar of their right to an informal hearing. Students requests for a formal hearing must be made in writing to the Vice President of Academic Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels that will adjudicate such challenges will be the Vice President for Academic Affairs, Vice President for Student Life, the Registrar and a faculty representative.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned.

DISCLOSURE OF INFORMATION

Annually, North Central University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the Institutional Policy On FERPA Compliance are available in the Registrar's Office, upon request.

North Central University hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

Name, address, telephone number, NCU e-mail address, date and place of birth, dates of attendance, field of study, participation in officially recognized activities and sports, degrees and awards received, height and weight of members of athletic teams, most recent previous educational agency or institution attended, and the students photograph.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar's Office or Mail Center by the second week of classes at North Central University. Forms for requesting the withholding of "Directory Information" are available in the Mail Center or Registrar's Office.

North Central University assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates approval for disclosure.

In addition, Federal law permits educational institutions to disclose academic and financial information to the parents of financially dependent children. It is assumed that all students are financially dependent on their parents. Students who are financially independent and desire to withhold financial and academic information from their parents must formally declare themselves as independent students in the Registrar's Office by the end of the second week of classes each semester.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

REQUEST to PREVENT DISCLOSURE of DIRECTORY INFORMATION

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of the institution.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to instruct the institution to NOT release any or all of this "Directory Information," any future requests for such information from non-institution persons or organizations will be refused without your expressed written permission. This may result in your inability to be considered for certain types of scholarships, and your name will be withheld on public disclosures such as Graduation programs.

The institution will honor your request to withhold any of the categories listed below but cannot assume any liability for the results of honoring your instructions that such information be withheld.

If you wish to restrict this information, please check the appropriate line(s), affix your signature below to indicate your disapproval for the institution to disclose the following public or Directory Information, and return this form to the Registrar's Office by September 17, 2007.

Do Not Disclose
Information

Name, address, telephone number, e-mail, dates of attendance, class standing, previous Institution(s) _____
attended, major field of study, awards, honors (Includes Dean's List),
degree(s) conferred (including dates)

Signature _____

Date _____

If this form is not received in the Registrar's Office prior to the end of the second full week of classes each semester, it will be assumed that the above information may be disclosed for the remainder of the current academic year. Each academic year, students have the opportunity to redefine the extent to which their Directory Information is (will be) disclosed.

**Family
Educational
Rights
and
Privacy
Act**

2007-2008

