

**Grace College and Seminary**  
**FERPA Annual Notification and Rights**

Grace College and Seminary informs students annually of the *Family Educational Rights and Privacy Act of 1974* (FERPA), which is designated to protect the privacy of student educational records.

FERPA affords eligible students (those who are 18 years of age or older or who attend a postsecondary institution) certain rights with respect to their education records. These rights include:

**1. The right to review and inspect his or her own education records.**

An eligible student has the right to inspect and review his or her own education records within 45 days after the Grace receives a request for access. Students who wish to review and inspect their education records must submit a written request to the [Office of the Registrar](#) at 574-372-5100 x6414 using the *Request to Inspect and Review Educational Records*.

**2. The right to request an amendment of the education record.**

If an eligible student or parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may submit a written request to the [registrar's office](#) to amend the record following the instructions provided in the complete FERPA policy. If the college decides not to amend the record as requested by the student, it will notify the student of the decision and advise the student of his or her 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 personally identifiable information is disclosed, except when FERPA authorizes disclosure without consent.**

An eligible student has the right to provide written consent before Grace discloses personally identifiable information (PII) from the student's education records to someone who is not a school official with an educational need to know, except to the extent that FERPA authorizes disclosure without consent (see below). Students in attendance receive a link to the consent form as part of the institution's annual notice.

**4. The right to file a complaint.**

An eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace 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*

### **When does FERPA permit disclosure of education records without student consent?**

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record; however, FERPA allows schools to disclose personally identifiable information from the education records without obtaining prior written consent of an eligible student in certain circumstances. For details about when this disclosure may occur, refer to the complete FERPA policy or contact the Registrar at 574-372-5100 x6414.

### **What is Directory Information?**

Institutions may disclose a student's "Directory Information" without his or her consent, and without violating FERPA if the student has not restricted this personal information. Grace considers the following to be "Directory Information":

- Name
- Address
- State or country of residence
- Email address
- Telephone number
- Major and minor field of study
- Dates of attendance
- Expected dated of graduation or completion of study
- Classification and enrollment status
- Receipt or non-receipt of a degree
- Academic awards received (dean's list, honor roll)
- Previous educational institutions attended
- Participation in officially recognized sports, including height and weight of athletes
- Photo
- Student employment
- Dissertation or thesis title

### **What is the process to restrict the release of Directory Information?**

Students who wish to restrict the release of their directory information may submit their request in writing to the [Registrar's Office](#) in Indiana Hall. This request should specify all the directory information that the student requests be restricted.

### **Complete FERPA Policy**

Please note that this notification provides only a summary of FERPA. For further information regarding the institution's FERPA policy, contact the Registrar's Office at 574-372-5100 x6414 (Indiana Hall) or access this [link](#) on the institution's [FERPA](#) web page. For clarification regarding FERPA legislation, refer to the [Act](#) and its regulations.