

RIGHTS TO PRIVACY AND EDUCATIONAL RECORDS (4.04) Student Handbook

The Family Education Rights and Privacy Act (FERPA) or Buckley Amendment of 1974, provides for students and certain personnel of a given institution to have access to the educational records of enrolled students. Disability-related information, however, is considered medical in nature and is therefore exempt from this policy. Information regarding a student's disability must be maintained in separate, secure files with limited access, and is to be shared on a need-to-know basis.

Violation of the privacy rights accorded to students by the Federal Family Educational Rights and Privacy Act or requests to amend education records can be submitted to the Records at (417) 455-5697. At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major fields of study, dates of attendance, degrees and awards received, college e-mail address, 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 Student Services Office in writing within two weeks after the first day of the class term in which they enroll. See the student handbook for a full description of the FERPA guidelines. FERPA rights cease upon death. However, it is the policy of Crowder College that no records of deceased students be released after the date of death, unless specifically authorized by the executor of the deceased's estate or by the next of kin.

STUDENT RECORDS AND HIPAA NOTICE-Office of Disability Services

Some records related to student affairs contain private health information and are subject to the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Public Law 104-191). For more information on HIPAA and the protection of private health information, visit <http://www.dukehealth.org/Privacy/HIPAA>. For more information contact the Office of Disability Services (ODS) at (417) 455-5602.