

## **Rights to Privacy and Educational Records**

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 Vice President of Student Affairs at 417455-5636.

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 estate or by the next of kin.

1 Crowder College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the 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 in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Privacy Act of 1974.

2 Within the Crowder College community only those members individually or collectively acting in the student's educational interest are allowed access to student education records. These members include personnel in the Cashier Office, Student Services and Financial Aid Office, the faculty advisor and other academic personnel within the limitations of their need to know.

3 Request for non-disclosure will be honored by the institution for only one academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Records Office of Student Services. Students who elect not to disclose the Directory Information must contact the Vice President of Student Affairs and complete the Nondisclosure of Directory Information Form. Students also have the option of restricting only certain information within the Directory list.