**SPST Policy: AA 4**

**Student Access to Educational Records (FERPA)**

Adopted: 10/2007

Updated: 2015

The Family Education Rights and Privacy Act (FERPA) is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of records and the access provided to these records. Any education institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Education Records include such things as graded papers, exams, transcripts, notes from a conversation with or about a student that are placed in a student’s file for others in the department to reference.

Personal Identifiable Information

FERPA identifies personally identifiable information in an education record may not be release without prior written consent from the student. The following information may not be released without prior consent of the student:

* Social Security number
* Grades/exam scores
* Grade Point Average
* Current class schedule
* Parent name and address
* Race/ethnicity
* Gender
* Country of citizenship
* Religious affiliation
* Disciplinary status
* Marital status
* Test Scores (TOEFL, GRE, ACT, etc.)

Exceptions to FERPA disclosure requirements are allowed:

* Disclosure to school officials with legitimate educational interests. A
“school official” is a person employed by the university in an administrative, supervisory, academic, research, or support staff position, or any other school official who has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. This include official Saint Paul committees such as Academic Program Committee and Faculty Council.
* To appropriate individuals where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health and safety of the student or other individuals.
* To parents if the student is a dependent for tax purposes.

Directory information may be released without prior consent of the student. Saint Paul students must opt-in to the directory. Saint Paul restricts directory information to internal use. We do not disclose this information to outside parties without student consent. Directory information includes:

* Student name
* Addresses
* Email address
* Telephone numbers
* Student ID photos
* Field of Study

Student Rights

1. The right to inspect and review their education records within 45 days of the day the university receives a request for access. Students should submit to the University Registrar written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University Registrar does not maintain the records, the student will be directed to the university official to whom the request should be addressed.
2. The right to request the amendment of any part of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records to third parties, except in situations that FERPA and its regulations allow disclosure without the student’s consent. These exceptions include:
* Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including university law enforcement personnel and health staff); contractors, consultants, and other outside service providers with whom the university has contracted; a member of the Board of Trust; or a student serving on an official university committee, such as the Honor Council, Student Conduct Council, or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
* Disclosure to parents if the student is a dependent for tax purposes.
* Disclosure to appropriate individuals (e.g., parents/guardians, spouses, housing staff, health care personnel, police, etc.) where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health or safety of the student or other individuals.
* Disclosure to a parent or legal guardian of a student, information regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the university has determined that the student has committed a disciplinary violation with respect to the use or possession and the student is under the age of twenty-one at the time of the disclosure to the parent/guardian.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution 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 20202-5901

Any questions regarding FERPA should be directed to the Office of the Registrar:

Saint Paul School of Theology

4370 West 109th Street, Suite 300

Overland Park, KS 66211