

## **STUDENT RECORDS POLICY (FERPA)**

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Student educational records are official documents protected by the Family Educational Rights and Privacy Act (FERPA). The Family Education Rights and Privacy Act (FERPA) affords a student certain rights with respect to educational records. Copies of educational records or personally identifiable information concerning student records will not be released to anyone outside Ohio Business College, except as required or allowed by law, without the student's written consent. No provisions have been made for providing electronic signatures. Disclosures to school officials with legitimate educational interests are permitted without consent. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent; or a student serving on an official committee or assisting another school official in performing his or her tasks.

Risks to security and confidentiality of information are assessed periodically and adjusted as deemed necessary and appropriate. According to the Family Education Rights and Privacy Act (FERPA), students have the right to inspect and review their educational records. To do so, a student must submit a written request to the Registrar, specifying the records desired and their location. The request will be granted as soon as practicable, but in no case more than 45 days after the request is received by the Registrar. Should a student request copies, they must identify what specific documents from their file they would like copied. There will be a \$.25 per page charge.

### **Definition of Terms**

**Restricted access to directory or public information** – Students have the right to restrict access to directory or public information. This request must be done in the Registrar's office. When a student restricts their directory or public information, that information will only be used to meet the direct educational needs of the student.

If a student requests restriction to their directory or public information, the college will respond to inquiries as follows: "We are not permitted under FERPA regulations to give out any information without the student's consent." If a student signs a consent form to release specific information, the college will only release information after verification of a picture identification.

**Education record** – any record maintained by the institution that is directly related to a student or students; any record that contains a student's name(s) or information from which an individual student can be personally (individually) identified; these records include: files, documents, and materials in whatever medium (handwriting, print, tapes, disks, film, microfilm, microfiche) which contain information directly related to students and from which students can be personally (individually) identified. The contents of an education record may appear in a variety of forms, such as: handwritten document, computer file, computer screen, printout, verbal exchange. Student information must be handled with care regardless of the form it is presented.

**School official** – a person employed by the college in an administrative, supervisory, academic research, or support staff position (including law enforcement and health staff personnel); a person elected to the Board of Trustees; a company employed by or under contract to the college to perform a special task such as the attorney, auditor, or collection agency; a student serving as an official. Campus Directors are designated as responsible for safeguarding all student records.

**Directory or public information** – Ohio Business College has designated the following information as Directory or Public Information:

- The following Directory information may be released by telephone:
  - \* Student’s dates of attendance
  - \* Date of graduation and degree or diploma earned
- The following Directory Information will be released only in response to a written request:
  - \* Student’s address
  - \* Telephone listing
  - \* Program of study
  - \* Awards received
  - \* Most recent previous education agency or previous institution attended
  - \* Photo
  - \* Honors received

**Personally identifiable information** – personally identifiable information includes, but is not limited to: student number; grades/exam scores; grade point average; social security number; parent address; parent phone; detail of registration information (i.e., courses, times); race; ethnicity; nationality; gender; date of birth; total credits; academic advisement; number of credits enrolled in a quarter; emergency contact; personal characteristics or other information which would make the student’s identify easily traceable, bank and credit card account numbers, income and credit.

Grades can be issued to students only via their school issued student email “@students.ohiobusinesscollege.edu.”

**Sole possession notes** – a record you never share with anyone else and that is maintained solely by you. Best advice – if you don’t want it reviewed don’t write it down.

The right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents’ financial records, and other documents of a confidential nature.

If, after inspecting the records, a student wishes to alter, correct, or delete inaccurate or misleading information that is believed to violate privacy or other rights, the student may request a correction or deletion in writing. If this request is denied, the student will be given a copy of the questioned records and may request a hearing in writing. The student will submit the request to the Campus Director specifying the portion of the record being questioned, the reason, and the desired change. A review of this request will be conducted within a reasonable time, and a written decision will be issued. If the student is not satisfied with the review results, he or she may submit written comments, which will be maintained with the questioned records.