

## Student Records – FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

### *Scope*

This Student Records – FERPA policy (Policy) applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

### *Definitions*

For the purposes of this Policy, the following terms shall have the meanings specified below:

- The term “**College**” refers to Palmer College of Chiropractic, including operations on the Davenport campus; Florida campus; and West campus.

### *Administrative Rules*

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
2. Students should submit to the Registrar or other appropriate College official, written requests that identify the record(s) they wish to inspect. The Registrar or other appropriate College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar or other appropriate College official to whom the request was submitted, the Registrar shall advise the student of the correct official to whom the request should be addressed.
3. The right to request an amendment of the student’s educational records that the student believes are inaccurate or misleading.
4. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar or College official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their 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.
5. The right to consent to disclosure of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. Such an official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law

enforcement unit personnel and clinic staff ); a person or company with whom the College has contracted (such as an attorney, auditor, security firm or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another College official in performing tasks.

7. A College official has the legitimate, educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
8. Except as provided in (3) above, the right to request that directory information be withheld from release.

## *Directory Information*

The College has designated certain categories of information as directory information. A student's consent is needed to release this information as directory information. A student's consent to release this information is implied. A currently enrolled student may instruct the College to withhold one or both categories of directory information by submitting a request form to the Registrar prior to the end of the fifth day of instruction for a term. Regardless of a student's enrollment status, a request to withhold directory information remains in force until the student submits a subsequent request for removing the restriction. Forms may be obtained and filed at the Registrar's Office.

## **Personal Information**

1. Student's name
2. Addresses
3. Email address
4. Telephone numbers
5. Date of birth
6. Weight and height, if an athletic team member

## **Academic Information**

1. Student's name
2. Class level
3. Dates of attendance
4. Full- or part-time status
5. Institutions previously attended
6. Degrees, honors and certificates received or anticipated
7. Eligibility for membership in College honoraries
8. Participation in officially recognized activities and sports

If a student has elected to withhold either personal or academic information, the College will respond to inquiries as follows:

*"The student has instructed us not to reveal this information."*

If a student has elected to withhold both categories of directory information, the College will respond to inquiries as follows:

*“There is no information available for any student by that name.”*

## *The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by the College 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, S.W.  
Washington D.C. 20202-4605

## *Standard Institutional Policy Provisions*

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- [Standard Provisions Applicable to All Institutional Policies](#)

## *Additional Information*

### *Associated Policies, Processes and/or Procedures*

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

#### **Policies**

- N/A

#### **Processes And/Or Procedures**

- [Consumer Information](#)

Individuals may request a copy of these documents from the Registrar and/or Student Administrative Services Office on each Campus:

- Student Records Division Policy
- Interoffice Memorandum to Students
- Interoffice Memorandum to Supervisors

#### **Forms/Instructions**

- Consent to Release Information – FERPA Student Form
- Confidentiality Agreement
- Confidentiality Checklist
- Acknowledgement of Confidential and/or Private Records

#### **Other Related Information**

- FERPA Tutorial

## Contacts

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## HISTORY

Last Revised:..... March 14, 2016

Adopted:.....N/A

Last Administrative Review.....November 4, 2009

Responsible Officer: .....Dan Weinert, M.S., D.C., Ph.D.

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