

Privacy of Students' Records and Information

The Family Educational Rights and Privacy Act, better known as FERPA, affords students certain rights with respect to their education records, including: the right to inspect their education records; the right to request the amendment of their education records; the right to consent to disclosures of personally identifiable information contained in their education records; and 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.

One exception which permits disclosure of personally identifiable information without consent is disclosure to school officials with legitimate educational interests. Another exception is the disclosure to schools officials of personally identifiable information in connection with a health or safety emergency.

A school official is a person employed by the College in an administrative position, academic or research position, support staff (including campus security and health services personnel), a person or company with whom the College has contracted (such as an attorney or auditor), a person serving on the board of trustees, or an individual serving on an official committee, such as a disciplinary or 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 the education record in order to fulfill his or her professional responsibility.

While many, perhaps most, employees of Hanover College qualify as "school officials," not everyone will have a "legitimate educational interest" in knowing personally identifiable information. All who have access to or who receive such information are obligated to follow FERPA guidelines. Supervisors must instruct student workers on FERPA obligations. Contact the Registrar's Office for guidance.

Institutions may disclose information on a student without violating FERPA regulations through what is known as "directory information." Hanover College considers the following information as directory information:

Name

Class standing

Enrollment status

Campus e-mail address

Campus mailbox address

*Campus residence and room number (*for Hanover community members only – students, faculty, staff and administrators who can log in to the password protected online directory)

Major field of study (also minors and programs)

Dates of attendance (current and past)

Degrees and awards received

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Hometown (city and state)

High school

While everything on this list qualifies as directory information, not all of the information has to be given out upon each request. Again, discretion should be used.

Any questions concerning this policy should be directed to the Registrar's Office.