

**INSTITUTIONAL POLICY AND ANNUAL NOTIFICATION OF FERPA:  
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED**

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which requires institutions to notify students annually of their privacy rights under the law.

In accordance with FERPA, Saint Anselm College affords students certain rights with respect to their education records. 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 the extent that FERPA authorizes disclosure without consent, such as to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, or 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 Act.

Education records do not include (a) records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except the record maker's temporary substitute (b) records of the Campus Security Department (c) student health records (d) employment records or (e) alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Within the Saint Anselm community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, Office of the Dean, Office the Dean of Students, Treasurer's Office, Financial Aid Office, Admissions Office, and academic personnel within the limitations of their need to know and those others employed by the College in an administrative, supervisory, academic or research, or support staff position. Attorneys hired by the College to act on its behalf will also have access to education records.

At its discretion the College may provide information specified as "directory information" in accordance with the provisions of the Act. Directory information consists of information which would not generally be considered harmful or an invasion of privacy if disclosed. At the College, directory information consists of: student name, address, campus email address, telephone number(s), dates of attendance, class membership/anticipated date of graduation, full or part-time enrollment status, previous educational institutions attended, major field of study, past and present participation in officially recognized activities and sports, weight and height of members of athletic teams, date and place of birth, photographs, hometown, awards, honors (including Dean's List), degree conferred and conferral date. *Students may withhold Directory information by notifying the Office of the Registrar.*

A request for non-disclosure will be honored by the institution until the student (or alumnus) notifies the Office of the Registrar to remove the Directory hold.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar of Saint Anselm College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with these exceptions: a copy of the academic record for which a financial "hold" exists; a transcript of an original or source document which exists elsewhere. The fee for an official transcript is listed in the current "Catalogue."

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student. The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their concerns informally with the custodian of the record in question or the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Executive Vice President who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels which will adjudicate such challenges will be appointed by the Executive Vice President.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges was unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the College to aid them in filing complaints with the Family Policy Compliance Office in the U.S. Department of Education.

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 20202-4605

Revisions and clarifications to this policy will be published as experience with the law and College policy warrant.

**Adopted in 1993; Updated 9-03/8-04; Revised 9-07. Copies of this policy are available in the Office of the Registrar, Saint Anselm College, Manchester, NH, 03102**

**TYPES, LOCATION AND CUSTODIANS OF EDUCATION RECORDS**

TYPES	LOCATION	CUSTODIAN
<u>Admissions Records, Primary File,</u>	Registrar's Office	Registrar
	Alumni Hall	
<u>Cumulative Academic Records</u>	Registrar's Office	Registrar
<u>Records over Five Years Old</u>	College Archives	Archivist
<u>Health Records</u>	Campus Health Services	Director,
	Cushing Center	Health Services
<u>Financial Records</u>	Business Office	Treasurer
	Alumni Hall	
<u>Financial Aid Records</u>	Financial Aid Office	Director, Financial Aid
	Alumni Hall	
<u>Placement Records</u>	Career Education	Director, Career
	Services – Cushing	Education Services
<u>Progress Records</u>	Dean of the College	Dean of the College
	Alumni Hall	
<u>Disciplinary Records</u>	Dean of Students Office	Dean of Students
	Alumni Hall	