

FERPA Information

FERPA - Family Educational Rights and Privacy Act

Simpson College FERPA Policy

Educational records include admission records, academic records, financial records, financial aid records, and disciplinary records. The college officials who keep these records are the Director of Admissions, the Registrar, the Controller, the Director of Financial Assistance, and the Dean of Students respectively.

FERPA grants to the student:

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. The right to request the amendment of a student's education records that the student believes to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school 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 health staff); a person or company with whom the college has contracted (such as an attorney, auditor, 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 school official in performing school tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Another exception is directory information. Directory information at Simpson College is available to any person making inquiry. Directory information at Simpson includes the following:

- *name*
- *address*
- *phone number(s)*
- *E-mail addresses*
- *date of birth*
- *campus box*

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- *class*
- *dates of enrollment*
- *major, minor or interest area*
- *date of graduation or lack of a graduation date*
- *honors and awards received (including Dean's List)*
- *participation in officially recognized activities and sports*
- *weight and height (for members of athletic teams only)*

Release of any other information to a student or to any third party is subject to written request signed by the student, except in the case of properly executed legal summons or subpoena. In the case of a subpoena or summons, the student will be notified of the court order prior to the time of compliance with the order, unless such subpoena or summons prohibits notification to the student.

Students who do not wish to have directory information released may prevent such release by sending a written request to the Registrar's Office.

Under the following special circumstances, Simpson College may release student education records to parents or others without student consent:

- A. In an emergency, federal law (FERPA) allows the University to contact parents and other appropriate persons and disclose the information necessary to protect the health or safety of the student or other persons;
- B. FERPA allows the College to disclose to parents or legal guardians information about their students' violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if (1) the student is under the age of 21; and (2) Simpson determines that the student has committed a disciplinary violation with respect to such use or possession of alcohol or controlled substances;
- C. FERPA allows the College to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.
- D. The College may disclose to parents or guardians a student's education records or information there in to the extent necessary to process the student's financial aid request and for such related purposes as to:
 1. Determine eligibility for the aid;
 2. Determine the amount of the aid;
 3. Determine the conditions for the aid; and/or

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4. Enforce the terms and conditions of the aid; and
4. Finally, at Simpson College, consistent with FERPA, if the student decides not to grant permission, then parents will have access to their student's records if they can provide evidence that meets the "dependent for tax purposes" requirements.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Simpson 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 SW
Washington, D.C. 20202-4605

Questions regarding FERPA, Simpson College policy or parental access to student education records can be addressed to Jody Ragan, Registrar, at 515-961-1517 or jody.ragan@simpson.edu.

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