

◇ A school official may share general information based on that official's personal knowledge or observation of the student.

Student Health Information

Under the circumstances referenced above, the school may provide parents with medical treatment records. While these records may be governed by *HIPPA (Health Insurance Portability and Accountability Act of 1996)*, the HIPPA Privacy Rule excludes medical treatment records and other records protected by *FERPA*.

Health and Safety Emergency

In case of an emergency, *FERPA* allows school officials to release student information without student consent, including personally identifiable information, to protect the health or safety of students or other individuals. In cases of emergency, records may be released to the appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. This, however, applies only to the time period of the emergency and should not be used as a blanket release of personally identifiable information.

Student and Exchange Visitor Information (SEVIS)

In order to comply with the *Department of Homeland Security (DHS)* and its *Immigration and Customs Enforcement Bureau (ICE)*, *FERPA* permits institutions to respond to information requests from either of the above referenced agencies.

Contact Information

For more information regarding about FERPA, please contact the Family Policy Compliance Office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
(202) 260-3887

Additional information may be found at FPCO's web site: <http://www.ed.gov/policy/gen/guid/fpco/index.html>.

Knowledge for the Journey

Student Guide to the Family Educational Rights and Privacy Act and the Confidentiality of AU Student Education Records



Office of the Registrar

AU Box 1141
316 Boulevard
Anderson, SC 29621

Phone: 864.231.2120
Fax: 864.231.5605

Email: registrar@andersonuniversity.edu



Anderson University

Office of the Registrar

Phone: 864.231.2120

FERPA

Anderson University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a U.S. Federal law that governs the privacy of student education records and applies to all schools that receive funds under and applicable program of the U.S. Department of Education. Students have explicit, protected rights regarding the release of such records.

What are Educational Records? (as defined by FERPA)

Records that are directly related to a student, and maintained by an educational agency or institution or by a party acting for the agency or institution.

Who is a qualifying student?

A qualifying student is anyone who has reached 18 years of age or attends a school beyond the secondary level.

As a student, what information do I have control over?

You have control over the release of directory information from your file. To prevent this information from being released to third parties, you must complete a "Request for Confidentiality of Information" form in the Office of the University Registrar within the first week of the semester. The request must be renewed each semester.

What is directory information?

Directory information is information such as:

- ◇ Name, address, telephone number, date of birth
- ◇ Parents' names
- ◇ Field of study
- ◇ Participation in officially recognized activities and sports
- ◇ Weight and height of varsity athletes
- ◇ Recognitions
- ◇ Degrees and awards received
- ◇ Dates of attendance
- ◇ Previous institutions attended

Student Rights under FERPA

- ◇ Students have the right to access the educational records kept by the school.
- ◇ Students have the right to exert some control over the disclosure of information from their education records.
- ◇ Students have the right to seek the amendment of any of their education records that they believe are inaccurate, misleading, or in violation of privacy rights.
- ◇ Students have the right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office.

How do I release information from my education records?

The student may authorize AU to release information from your education records by submitting a written and dated request to the Office of the University Registrar (in case of both official and unofficial transcript request, a written release must be submitted to the Office of Anderson Central). Specify which records are to be

released, to whom the release is to be made, and the purpose of the disclosure. You will be responsible for paying the processing fees.

Who can access my education records without my approval?

FERPA grants AU the right to disclose information from your education records without your approval to the following:

- ◇ University officials with legitimate educational interest
- ◇ Federal or state agencies, or organizations performing audits or official studies
- ◇ Financial Aid Officers
- ◇ Accrediting Agencies
- ◇ Officials of other institutions in which you seek to enroll
- ◇ Appropriate authorities in an emergency situation.
- ◇ Parties to legal actions through subpoenas and/or court orders.

Disclosure of Records to Parents

FERPA provides for parents to receive specific information regarding students without consent in the following circumstances:

- ◇ if the qualifying student is a dependent and records are for income tax purposes.
- ◇ If a health or safety emergency involves their son or daughter.
- ◇ If the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.