



SALEM COLLEGE

Family Educational Rights and Privacy Act (FERPA)

Salem College Statement of Policy: The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, was passed and put into effect in January 1975. Salem College complies with FERPA as amended. The purpose of the law is to protect the College student against the wrongful use of personal information and permit the student to know what material is maintained in her educational record. The law provides that information from student educational records may be released without prior consent of the student in such instances as:

1. to either parent, if the student is a dependent of either parent according to the IRS tax code;
2. to faculty and staff of Salem College who have an educational interest in the student;
3. to officials of other schools where she seeks to enroll (transcripts only)
4. to certain government agencies specified in the legislation;
5. to an accrediting agency in carrying out its function;
6. in emergency situations where the health or safety of the student or others is involved;
7. to educational surveys where individual identification is withheld;
8. in response to a properly issued judicial order or subpoena;
9. in concession with financial aid.

Under the law, a student may request access to her official records and files. The registrar and placement office files excluded from student access are:

1. confidential information placed in the record before January 1, 1975;
2. medical and psychological information;
3. private notes and procedural matters retained by the maker or substitutes;
4. financial records of parents.

A student may challenge any data in her educational record that she considers inaccurate or misleading or in violation of privacy or other rights of the student. The student shall file a written challenge with the dean of the College. A committee made up of the dean of the College and two members of the Academic Appeals Subcommittee, appointed by the dean of the College, will review and rule on any challenge. Transcripts from other institutions which have been submitted to Salem College become the property of Salem College and cannot be returned or reissued.

The College is permitted to make public certain "directory information" which may include name, home and residence hall address and phone numbers, home and school email addresses, student identification number, photo, date and place of birth, major, participation in officially recognized extra- and co-curricular activities, dates of attendance, enrollment status (full-time or part-time), previous institutions attended, degrees, honors, and awards.

Questions concerning the Family Educational Rights and Privacy Act (FERPA) may be referred to the Office of the Registrar. Any student who wishes to place a further privacy hold on the release of directory information must notify the registrar in writing.

Acknowledgement of Additional Disclosures:

- 1.) **Parents of Dependent Students:** in accordance with 34 CFR § 99.31, an educational agency or institution may disclose personally identifiable information from a student's education record without prior consent if disclosure is to parent(s) of a dependent student, as defined in section 152 of the IRS code of 1986.
- 2.) **Business Office:** FERPA permission given to the business office includes, but is not limited to, billing statements, charges, payments, balances, etc. and acknowledges the use of third-party services. Salem may provide information about you to this third-party service provider in compliance with 34 CFR § 99.31(a)(1)(i)(B).
- 3.) **Dean of the College Office:** FERPA permission given to the Dean of the College Office personnel includes, but is not limited to, application status, enrollment information, academic standing, grades, disciplinary actions, etc.; personnel included under the auspices of the Dean of the College Office are:
 - a. Dean of the College
 - b. Dean of Undergraduate Studies
 - c. Associate Dean for Adult and Transfer Students
 - d. Dean of Graduate and Professional Studies
- 4.) **Dean of Students Office:** FERPA permission given to the Dean of Students Office includes, but is not limited to, housing assignments, disciplinary actions, student activities, etc.
- 5.) **Financial Aid Office:** FERPA permission given to the Financial Aid Office includes, but is not limited to, financial aid awards, data, disbursements, eligibility status, etc.
- 6.) **Registrar's Office:** FERPA permission given to the Registrar's Office includes, but is not limited to, registration, enrollment information, final grades, GPA, etc.

Please note: in order to access information from the offices above, authorized individual will need to provide Salem personnel with the student's full name, date of birth, last four digits of the Social Security Number, and/or be able to provide other information to confirm their identity as the designee approved by the student.