

Family Educational Rights and Privacy Act (FERPA)

GENERAL POLICY

The Family Educational Rights and Privacy Act (FERPA) provides students who are enrolled in an institution of postsecondary education the right to inspect, review, and challenge their educational records. Colorado Mesa University has the responsibility of maintaining and protecting the confidentiality of students' official educational records. Colorado Mesa University also supervises the access to and/or release of educational records of its students. FERPA covers enrolled and former students, including deceased students. Students who are not accepted to Colorado Mesa University, or if accepted, do not attend, have no rights under FERPA.

PRIVACY

No person shall have access to, nor will Colorado Mesa University disclose any personal identifiable information from, a student's records without the written consent of the student except:

1. To school officials, including faculty, staff, and student workers, who have a legitimate educational or administrative interest in the records (i.e., performing appropriate task related to position, student's education, service, etc.).
2. To other schools in which the student seeks to enroll.
3. To certain officials of the U.S. Department of Education, and state and local educational authorities, in connection with certain state or federally supported educational programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the College.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To accrediting organizations to carry out their functions.
8. To comply with a federal judicial order or a lawfully issued subpoena having jurisdiction over Colorado Mesa University (upon reasonable effort to notify the student of the order or subpoena in advance of compliance, unless ordered by subpoena not to do so).
9. To parents of an eligible student who claim the student as a dependent (according to Internal Revenue Code of 1954, Section 152) for income tax purposes on their most current federal tax return.
10. To appropriate parties in a health or safety emergency (if necessary to protect the health and safety of students or other persons).
11. After completion of the College disciplinary process, to parents of students under 21 years of age, and to certain victims of student misbehavior as defined by FERPA.
12. As it relates to Directory Information unless the student restricts Directory Information in writing.

DIRECTORY INFORMATION

Colorado Mesa University may, without the consent of the student, release to persons outside the institution information designated as Directory Information in accordance with the provisions of FERPA. Directory Information shall include information in an educational record which would not generally be considered harmful or an invasion of privacy if released, including but not limited to:

1. student name, address, telephone number
2. date and place of birth
3. major fields of study
4. participation in officially recognized activities and sports
5. weight and height of athletic team members
6. photograph
7. dates of attendance to include enrollment status (i.e., full time or part time)
8. degrees and awards received
9. most recent educational institution attended
10. e-mail address

Note: *At any time, a student may request to the Registrar's Office that Directory Information not be released to other parties without written permission. This request will be honored until the student requests in writing that Directory Information be disclosed.*

ACCESS TO STUDENT EDUCATIONAL RECORDS

FERPA provides current, former students, and parents of dependent students the right to inspect, review, and challenge their educational records. Students are permitted to inspect and review their educational records within a maximum of 45 days after the request is received. Students may not review financial information received from their parents or guardians, confidential letters and recommendations placed in their files prior to January 1, 1975, academic records containing information regarding other students, administrative, disciplinary, law enforcement, student health records, and/or records which are maintained in the sole possession of the maker. While students who have a financial hold or past due account (all holds included) have a right to inspect their academic records, no transcript will be released to the student or other party until holds are reconciled. Bankruptcy, however, removes any financial obligations the student has to Colorado Mesa University.

PROCEDURE TO CORRECT RECORDS

Upon review, a student may request to the Registrar, in writing, to have his/her educational records amended due to inaccuracies, misleading information or a violation of privacy rights. If the request is denied, the student will be notified in writing and informed of the right to a formal hearing with a hearing officer who is a disinterested party. This hearing officer may, however, be an official of the College. Should a hearing be requested, the student may pick up the appropriate forms at the Registrar's Office. The decision of the hearing officer will be final.

PLEASE CONTACT THE REGISTRAR'S OFFICE (970-248-1555) IF YOU HAVE ANY QUESTIONS REGARDING THIS POLICY