

**NORTHWESTERN COLLEGE
NOTIFICATION OF RIGHTS UNDER FERPA
FOR POSTSECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day Northwestern College receives a request for access.

Students should submit to the Registrar, Director of Financial Aid, Dean of Student Development, chair of an academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. An official of Northwestern College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Northwestern College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask Northwestern College to amend a record that they believe is inaccurate or misleading. They should write the Northwestern College official responsible for the record, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate or misleading.

If Northwestern College decides not to amend the record as requested by the student, Northwestern College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, 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 Northwestern College in an administrative, supervisory, academic, research, or support staff position, including Campus Safety Services personnel and health services staff; a person or company the College has contracted (such as an attorney or auditor); 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 a school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. This does not constitute authorization to share that information with a third party without the student's written permission.

Upon request, Northwestern College discloses education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwestern 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
600 Independence Avenue, SW
Washington, D.C. 20202-4605

DIRECTORY INFORMATION

In keeping with the requirements of FERPA, Northwestern College hereby designates the following items as Directory Information. The College may disclose any of these items for any purpose at its discretion without prior written consent, unless notified in writing to the contrary by the student. Directory Information includes the student's:

name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, class schedule, dates of attendance, grade level, enrollment status (e.g., undergraduate, full-time or part-time, etc.), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent previous educational institution attended.

Currently enrolled students may withhold disclosure of Directory Information under the provisions of FERPA through use of the Student Request to Restrict Information form. (Note: The form is located on the FERPA channel of the Academics tab of theROCK.) If Directory Information is desired to be restricted, traditional undergraduate students must submit the completed form to Student Development and students from the Center for Graduate Studies, FOCUS, and Distance Education must submit the completed form to the Graduate and Continuing Education office. To withhold disclosure, the restriction form must be received by the appropriate office prior to the end of the second week of the semester or the end of the first week of summer session. Submitting the restriction form will make the Directory Information confidential until the student submits a written request to the appropriate office to remove the restriction.

As with all confidential education records, Northwestern College will release restricted Directory Information to designated parties only with the express written consent of the student or as otherwise required by law. Failure of the student to specifically request the withholding of Directory Information indicates approval of disclosure.

Each student should give careful consideration to the consequences of any decision to restrict Directory Information. If withheld, Directory Information items will be restricted from such things as the College directory, Commencement publications, or any other College publications. All future requests for restricted information, however legitimate, will be refused. This includes requests made by family, friends, prospective employers, credit agencies, and others to whom the student may want this information known. Northwestern College cannot assume the responsibility to contact the student for subsequent permission to release Directory Information. Regardless of the effect upon the student, the College assumes no liability for honoring an instruction to restrict/withhold Directory Information.