

NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 30 days of the day Helms College receives a request for access.

A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Helms College Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

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.

A student who wishes to ask Helms College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Helms College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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 provide written consent before Helms College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without the student's consent in the following cases:

- Directory Information which includes a student's name, address, telephone number, e-mail address, date and place of birth, photograph, dates of attendance, full/part-time enrollment status, major field of study, degrees, awards and honors received, and previous institutions attended, Students have the right to prohibit the release of their own directory information by advising the Registrar's Office in writing.
- To school officials with legitimate educational interests. A school official is a person employed by Helms College in an administrative, supervisory, academic or research, or support staff position.; a person or company with whom Helms College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- Upon request, to officials of another school in which a student seeks or intends to enroll.
- To comply with a judicial order or lawfully issued subpoena.
- To provide results of disciplinary proceedings to an alleged victim of a crime of violence.
- In the case of a health or safety emergency.

- To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. For purposes of compliance with FERPA, Helms College considers all students to be independent students unless otherwise indicated with appropriate documentation.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Helms 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, DC 20202-5901**