

# Hannibal-LaGrange University

## Policy Regarding the Family Educational Rights and Privacy Act of 1974 (FERPA)

### **Definitions:**

For the purpose of this policy, Hannibal-LaGrange University (HLG) has used the following definitions of terms:

- **Student:** Any person who has received credit from HLG.
- **Educational Records:** Any data recorded in any medium (print, electronic, etc.) maintained by the university or an agent of the university which is directly related to a student, except in special cases as explained at <http://www.hlg.edu/academics/downloads/ferpa/EducationRecordsExceptions.pdf>.
- **School Official:** A person who fits in one of three categories: (1) an employee of the university in an administrative, supervisory, academic or research, or support staff position, (2) a person elected to the Board of Trustees, or (3) a person employed by or under contract to the university to perform a special task, such as the attorney or auditor.
- **Legitimate Educational Interest:** The demonstrated “need to know” by those officials of the university who are (1) performing a task that is specified in his/her position description by a contract agreement, (2) performing a task related to a student’s education, or (3) performing a task related to the discipline of a student.

### **Annual Notification:**

Students will be provided with a statement of their FERPA rights by mail and/or email before the fall semester.

### **Procedures to Inspect Education Records:**

Students may inspect and review their education records upon request to the appropriate record custodian. For a list of custodians and how to request an inspection, see <http://www.hlg.edu/academics/downloads/ferpa/Custodians.pdf>.

### **Right to Refuse Access or Copies:**

Under certain conditions, HLG reserves the right to refuse to permit a student access to records or copies of records. For an explanation of those conditions, please see <http://www.hlg.edu/academics/downloads/ferpa/RefuseAccessCopies.pdf>.

### **Disclosure of Educational Records:**

HLG will disclose non-directory information from a student’s education records only with the written consent of the student, except in certain cases described at <http://www.hlg.edu/academics/downloads/ferpa/DisclosureofRecords.pdf>.

### **Records of Requests for Disclosure:**

HLG will maintain a record of all requests for and/or disclosure of information from a student’s educational records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents of eligible students.

### **Directory Information:**

HLG has designated the following items as Directory Information: student name, address, campus email address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most previous school attended. The college may disclose any of those items without prior consent, unless notified in writing to the contrary at the time of registration for each term.

### **Correction of Educational Records:**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. For the procedure for the correction of records, please see <http://www.hlg.edu/academics/downloads/ferpa/CorrectionofRecords.pdf>.