



FERPA POLICY

Purpose and Background:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' education records. The term "education records" means those records that are: (1) directly related to a student; and (2) maintained by an education agency or postsecondary institution or by a party acting for the agency or institution. At the postsecondary level, FERPA affords eligible students with certain rights. FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending an institution of postsecondary education at any age.

Confidentiality of Student Records (The Family Educational Rights and Privacy Act of 1974 [FERPA]) Martin University informs students and concerned others of the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act and the federal regulations implementing its provisions, with which this University complies, were adopted to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide the opportunity for informal and formal hearings to correct and expunge inaccurate or misleading data. Students may schedule a record review with the Registrar. Student records must be kept confidential and may be reviewed only by the proper officials of the University.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy Statement

In compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), Martin University protects the rights of students with relation to the accuracy and privacy of their education records. In accordance with FERPA, Martin University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student, or otherwise allowed or required by law. In addition, procedures have been established by which a student may request to examine his or her education records, may challenge any portion of the record, and may request the opportunity to have any inaccurate, misleading, or otherwise inappropriate data deleted or corrected, or may have inserted into the record a written explanation regarding the content of the record.

1. In the undergraduate and graduate schools of Martin University, these rights belong to the student. However, the parents of a student who is financially dependent upon the parents (as defined in Section 152 of the Internal Revenue Code of 1954) may not have access to the student's records without Martin University having written consent from the student.

2. Martin University adheres to a policy of compliance with the Family Education Rights and Privacy Act (FERPA). This act affords students certain rights with respect to their education records. These rights include:

3. The right to inspect and review his/her own education records in the presence of the University official within at least 45 days after the University receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to review. If the specific record is not maintained in the Registrar's Office, the request will be forwarded to the correct official. (Students may not review parents' financial records, police records, sole possession records, or those which would reveal another student's records.) The www.martin.edu 2016-2018 Student Handbook 34 2016/1109R University will not provide copies of official transcripts from other schools.

4. The right to request the amendment of his/her education records which is believed to be inaccurate or misleading. The student should write the University official responsible for the record, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/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.

5. 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. Martin University does not publish a directory. 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 responsibility. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), 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 another school official in performing his or her tasks. Additional exceptions include, but are not limited to, government authorities involved in an audit of the educational programs, in connection with Financial Aid records, accrediting organizations, to comply with a judicial order or subpoena, for health or safety emergency. 6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Martin University to comply with requirements of FERPA. For more information on FERPA contact: 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 20202-5920

Resources:

[Student FERPA Consent Form](#)

[FERPA Policy](#)

[FERPA: Frequently Asked Questions](#)