

## FERPA

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA was designed to protect the privacy of student education records. Only CBD College officials with legitimate educational interest have access to student records without student consent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CBD College (e.g., Chief Operational Officer, Dean of Education, Educational Coordinator, Admissions Officer, Financial Aid Officer, instructors and/or Administrative Assistant).

It is CBD College's policy to release the following directory information to third-parties: student's name, telephone listing, electronic mail address, photograph, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities, degrees, honors, and awards received. The primary purpose of directory information release is to allow CBD College to include this type of information in certain school publications (e.g., honor and award recognition lists). Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the Director of Admissions on or before the first day of class or within two business days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

**Students have the right** to inspect and review educational records within 45 days of request. To review educational records, the Records Officer should be contacted and an appointment should be made.

**Students have the right** to amend records they believe are inaccurate or misleading. To amend records, a student must submit a written request to the Dean of Education explaining the changes the student would like to make along with supporting documentation. If CBD College decides not to amend the records as requested, CBD 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.

**Students have the right** to consent to or withhold disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.

CBD College may disclose personally identifiable information without obtaining prior written student consent to the following parties, including but not limited to, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations: U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education, state and local officials, authorized organizations conducting educational research, accrediting agencies, parent(s) of an eligible student if the student is a dependent for IRS tax purposes, appropriate officials in connection with a health or safety emergency, and to other specific parties under limited number of circumstances outlined in the FERPA regulations. CBD College maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from the student.

**Students have the right to file a complaint** with the U.S. Department of Education.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W., Washington, DC 20202-8520  
Phone: 1-800-USA-LEARN (1-800-872-5327)