

Educational Records Policy

Notification to Students on Family Educational Rights and Privacy Act of 1974

Grand View College, in full compliance with the Family Educational Rights and Privacy Act of 1974, shall make educational records available to students upon request.

Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the students. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) in Washington, D.C., concerning alleged failures by the institution to comply with the Act.

Grand View College has established a policy on access to and release of student information.

Student educational records are open to inspection and review by the individual student with certain exceptions which are permitted under the act. Among those items excepted from this policy are confidential letters written prior to January 1, 1975, records held by counselors and other psychological records held on a student, private records in the sole possession of the maker, or financial records of the parents. Students' records are open to other school officials, including teachers within the educational institution or local educational agency who have been determined to have legitimate educational interest, and those others specified in the act. Reference should be made to the College policy on access to student information, to whom student information may be released, and release of student information.

Students have the right to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of hearing officers is unacceptable.

Grand View College considers the following categories to be directory information and, as such, may release it to any or all inquiries in such forms as news releases, directories, or computer address lists: the student's name, address, telephone number, e-mail address, advisor, major field of study, dates of attendance, degrees and awards received, honors received (including Dean's List), most recent previous educational agency or institution attended, participation in official recognized activities and sports, and, for members of athletic teams, weight and height.

Students who do not wish this information to be released may prevent such release by sending a written request to the Registrar's Office. Students are reminded that if the request is submitted for an academic term subsequent to the Fall Semester, information already published in the College Directory for that academic year cannot be deleted.