

Educational Records Policy

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

Grand View University, 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 the 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.

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.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records – including Social Security Number, grades, or other private information – may be accessed without student consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to student education records and PII without student consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from your education records, and they may track student participation in education and other programs by linking such PII to other personal information about students that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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 University 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, addresses, telephone numbers, e-mail addresses, advisor, major field of study, dates of attendance, enrollment status, degrees and awards received, honors received (including Dean's and President's Lists), most recent previous educational agency or institution attended, photographic view or electronic images, class level, anticipated date of completion, 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 a release by sending a written request to the Registrar's Office. If a student requests that directory information not be released, it will prohibit Grand View University from providing any of the above information except the student's name, Grand View University e-mail address, information related to participation in sports, and information published in the commencement program. If students do not want student's name, Grand View University e-mail address, information related to participation in sports, and information published in the commencement program released, they should contact the registrar.

Also found in the Grand View Catalog