



Grantham University

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Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." While the rights under FERPA have transferred to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent under IRS laws. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. If the student is listed as a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which one claimed the student on the return.

- Parents or eligible students have the right to inspect and review the student's education records maintained by Grantham University within 45 days of the day the University receives a request for access. A student shall submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make the necessary arrangements for access and will notify the student of the time and place where to inspect the records. If the University official, who received the request, does not maintain the records, that official shall advise the student of the correct official to whom to address the request.
- The University is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Grantham may charge a fee for copies.
- Parents or eligible students have the right to request that the University correct records which they believe to be inaccurate or misleading. If a student wishes to ask the University to amend a record, the student shall write the University official responsible for the record, clearly identifying the part and the reason why the record should change. If the University decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the University still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, Grantham must have prior written permission from the parent or eligible student in order to release any information from a student's education record. The written consent must:
 - State the purpose of the disclosure;
 - Specify the records that may be disclosed;

- Identify the party to whom the information may be made; and
- Be signed and dated.
- However, FERPA allows Grantham to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations or parties conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Grantham University follows requirements for the Privacy of health records (HIPAA). HIPAA applies to Health Care Providers, private benefit plans, and health care clearinghouses. It does not apply to other types of organizations whose receipt or maintenance of health records is incidental to their normal course of business. FERPA does not limit what records a school may obtain, create, or maintain. It provides safeguards for education records.

Grantham University normally obtains and maintains health records for each student who applies for services or waivers. If a health record is used to make a decision in regard to a student's education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provisions for safeguarding the record would apply.

Grantham may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Grantham will inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the University not disclose directory information about them. Grantham must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, University catalog, or student portal) is at the discretion of the University.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. 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 20202-5901