



Student Records Policy and the Federal Education Rights & Privacy Act (FERPA)

1. Students have the right to inspect and review their education records. To do so, students must submit a written request to the Registrar's Office, specifying which records to review. Requests will be granted as soon as practicable, but in no more than 45 days.
2. Students' right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents' financial records, and certain confidential letters and recommendations.
3. If upon inspection and review of records, students wish to challenge (correct or delete) inaccurate or misleading data, or any records students believe violate their rights to privacy or other rights, students may request a correction or deletion in writing. If the record custodian denies the request, students will be given copies of the record(s) in question. Students then have the right to request in writing a hearing. Requests for hearings must be made to the School Director, specifying the portion of the record to be challenged, the reason(s), and the desired change(s). The record challenge hearing will be held within a reasonable time of the request, and a written decision will be issued. If students are not satisfied, they may submit written comment(s) which will be maintained with the challenged record(s).
4. The Family Education Rights & Privacy Act (FERPA) affords students certain rights with respect to educational records. Copies of students' education records or personally identifiable information concerning students will not be released to anyone outside the college, except as permitted by law, without students' written consent. However, Directory information may be released without students' written consent. Directory information includes: name, address, telephone number, date and place of birth, major field of study, participation in OIAH activities and sports, attendance at OIAH, degrees, certificates and awards received, and the most recent previous educational institution attended. If students do not want Directory information released, students must complete a form requesting it not be released and file the form with the Registrar's Office.
5. The OIAH Student Records Policy is available for review in the Office of the Registrar. Questions concerning the OIAH Student Records Policy may be brought to the School Director. Students also have the right to file complaints with the U.S. Department of Education FERPA office.