



## 2022-23 Information from the Office of the Registrar

### Student Records: Access, Amendment and Confidentiality

The Family Educational Rights and Privacy Act of 1974 ("the Act", often referred to as FERPA or the "Buckley Amendment") is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. Dean College students have certain rights, with some exceptions, to:

**Inspect and Review Their Education** records within 45 days of the day the University receives a written request for access, anytime after your matriculation.

**Request an Amendment of Education Records:** the right to request amendment of your education records if you believe they are inaccurate, misleading or in violation of your privacy rights under the Act.

**Disclosure of Education Records:** the right to consent to disclosures of personally identifiable information in your education records, except to the extent that the Act or any superseding law authorizes disclosure without your consent.

The College may disclose without a student's consent, certain information including what the College has designated as Directory Information. Dean College has designated the following as Directory Information: the student's name, local and home addresses, date and place of birth, major fields of study, participation in officially recognized activities and sports, height and weight of athletic team members, dates of attendance, enrollment status, degrees and awards received, photographs taken and maintained by the College, most recent previous educational agency or institution attended, and class roster. A class roster may be released only to students enrolled in that class while it is in session.

Students not wanting their directory information disclosed without their consent must contact the Office of the Registrar.

If the College should fail to comply with any of the requirements of the Family Educational Rights and Privacy Act or the regulations there under, the student may submit a written complaint to the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202.

Under 34 C.F.R. 99.36(c), the DOE states that health and safety issues are best made by the individual institution on disclosing personal identifiable information to appropriate parties, based on the information available at the time of the determination.