

Family Education Rights and Privacy Act of 1974 (FERPA)

Directory Information

In accordance with the act, Pillar College policy limits disclosure of personally identifiable information from the educational records of students (with the exception of "directory information") to those instances authorized by the act. In accordance with FERPA, Pillar College has designated the following list of student information as public or "directory information": name, address, telephone number, e-mail address, dates of attendance, full- or part-time status, and degrees conferred (including dates). Such information may be disclosed by the College for any purpose unless specifically requested not to do so by the student.

A currently enrolled student may withhold disclosure of directory information under FERPA by completing a request form available from the Office of the Registrar. Such notification is in effect for the full academic year. To continue the withholding of directory information, the student will file a new request each academic year.

The right to request amendment of the student's education record

That the student believes is inaccurate or misleading. A student may ask the College to amend any part of his or her record that the student believes is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

Disclosure of education record information to parents

Pillar College will disclose information (including grades) from a student's education records to the parents of an eligible student who claim that student as a dependent for income tax purposes unless there is a court order, state statute, or other legally binding document prohibiting such disclosure. If a student claims he or she is not a dependent, the parents will need to submit their most recent federal income tax form to the Office of the Registrar as evidence that the student is a dependent. If a student's status changes, he or she should notify the Office of the Registrar, immediately.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pillar College to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's Office.