

Belmont College

Notification of FERPA Rights for Students Attending Postsecondary Institutions

Dear Belmont College Student,

Belmont College is committed to maintaining the confidentiality of your student record and is pleased to provide you with the following summary of your rights under the Family Educational Rights and Privacy Act (FERPA).

FERPA affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Belmont College receives a request for access. A student should 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 school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Belmont College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the

board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Belmont College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Belmont College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Belmont College 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

The right of nondisclosure of designated directory/public information: Belmont College has defined in policy 140.0800.10 the following personally identifiable information as public (“directory”) information that may be released to the public without the student’s consent; the student’s:

1. Name
2. Home Address (es)
3. Home Telephone Number (s)
4. Program/Technology
5. Participation in officially recognized activities and sports
6. Enrollment Status (less than half-time, part-time, full-time, over full-time, and inclusive dates of enrollment)
7. Dates of Attendance
8. Degree(s), Certificate(s), and award(s) (to include, but not limited to, Dean’s List and Academic Honors List) received.
9. Most recent previous educational agency or institution attended.

However, students have the right to Opt-Out so that Belmont College does not disclose his/her Directory Information.

Any student who wants all directory information to be withheld shall:

1. Complete Form 135, Request to Opt-Out Personal Information from the Directory. Form 135 is available from the College Registrar.
2. Present the completed form along with a photo ID, to the College Registrar. At least 10 working days should be allowed for processing of this request.

Any student who previously requested to Opt-Out of directory information publication and wishes to change that request will need to:

1. Complete the appropriate section of Form 135, Request to Opt-Out Personal Information from the Directory. Form 135 is available from the College Registrar.
2. Present the completed form along with a photo ID, to the college Registrar. At least 10 working days should be allowed for processing of this request