

Delaware Valley College
MEMORANDUM

TO: DVC Faculty, Staff and Students
FROM: Adam Wichryk, Registrar
DATE: September 18, 2007
SUBJECT: **REVISED** Compliance with the Family Educational Rights and Privacy Act (FERPA)

- A. Students can expect that Delaware Valley College (DVC) and its personnel will respect the confidential nature of the official records of all students at the College and the right to inspect and review the student's education records within 45 days of the day DVC receives a request for access. Specifically:
- (1) Each student can inspect his/her academic record in the Office of the Registrar (second floor, Lasker Hall) during normal business hours;
 - (2) 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. A DVC 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - (3) In the event that a challenge of the record does not resolve matters to the student's satisfaction, he/she has the right to petition the Vice President for Academic Affairs for a hearing on the matter;
 - (4) In the event that this hearing noted above does not resolve matters to the student's satisfaction, he/she has the right to submit an explanatory statement on his/her petition on the matter for inclusion as part of their official academic record;
 - (5) Each student has the right to prohibit disclosure of his/her personally identifiable record, with certain exceptions as are detailed below (Section B); and
 - (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by DVC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.
- B. The College may disclose information involving all or part of a student's academic record to the following without the express written consent of the student:
1. Students who request information concerning their own records;
 2. Authorized representatives of the following, who are functioning to audit or evaluate programs funded at the public expense:

- a. Comptroller General of the United States;
 - b. Authorities of U.S. Department of Education;
 - c. Authorities of the Department of Education, Commonwealth of Pennsylvania;
 - d. State or local authorities acting on statutory authority granted prior to November 19, 1974; and
 - e. The Solomon Amendment allows the Secretary of Defense (military recruiters) access to directory information.
3. Personnel of DVC who have a legitimate educational interest in the records as determined by the Vice President for Academic Affairs;
 4. Persons or organizations providing, or potentially providing, financial aid to the student;
 5. Accrediting agencies;
 6. Parents of the student (provided the student is a dependent as defined in Section C below);
 7. Persons complying with a judicial order or subpoena;
 8. Appropriate authorities at another institution to which the student has applied for admission; and
 9. Persons in an emergency, if disclosure is necessary to protect the health and welfare of the student or of others.
- C. For purposes of compliance with The Family Educational and Privacy Act of 1974 as amended, students must have a dependent release form on file, in the Office of the Registrar, in order to have grades sent to parents/guardians.
- (1) To prove that the student is a "dependent", parents must submit a copy of the previous year's Internal Revenue Tax Form 1040 that contains the student's name. Once dependency has been demonstrated, student record information will be released to the parents without student consent.
- D. Student's rights to access their records shall not include the following items:
- (1) Financial information submitted by their parents;
 - (2) Confidential letters and recommendations associated with admissions, employment or job placement, or honors where the student has waived, in writing, his/her access to such letters; and
 - (3) Educational records containing information on more than one student.
- E. The College shall retain the right to publish, for internal administrative use, a directory of students that may contain the information listed below. Copies of the directory shall not be made available to other agencies or persons, except those agencies or persons listed in Section B as having right of access to student records. The student directory may include:

- (1) Students' names;
- (2) Students' home addresses;
- (3) Students' campus addresses;
- (4) Home and campus residents telephone numbers;
- (5) Students' class and academic majors;
- (6) Name(s) of students' academic advisor(s);
- (7) Name(s), address(es) and home telephone number(s) of students' parents/guardians;
- (8) Students' birth dates; and
- (9) Schedule of classes.