



## **Lenoir-Rhyne University** ***Family Educational Rights and Privacy Act*** ***FERPA***

### **The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law which helps protect the privacy of student education records. The act provides eligible students the right to inspect and review their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or one who attends a postsecondary institution. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records.

The rights protected under FERPA include:

1. The right to inspect and review the student’s educational records within 45 days of the day Lenoir-Rhyne University receives a written request for access.
2. The right to request an amendment to the student’s education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the University 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

### **Definitions as Related to FERPA Policy and Practice**

*Student:* Any person currently or formerly enrolled at Lenoir-Rhyne University (or Lenoir-Rhyne College) regardless of their age or status with regard to parental dependency. Note that records of students who have made application but have not been admitted to Lenoir-Rhyne are not subject to FERPA guidelines, nor are the records of deceased students.

*Educational Record:* Any record maintained by the University directly related to a student and/or which contains information personally identifiable to a student. Educational records do not include:

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel.
- Campus Security records that are solely for campus safety/security enforcement purposes and maintained solely by the Campus Security department.
- Records relating to individuals who are employed by the University (unless directly related to employment status.)
- Records relating to treatment provided by a physician, psychologist, psychiatrist, or other recognized professional or para-professional and disclosed only to individuals providing treatment.

- Records created or received by the University after the student has graduated or is no longer enrolled (i.e. alumni records.)

*School Official:* Any member of the Lenoir-Rhyne University faculty, staff or administration whose intention is to act in the student's educational interest within the parameters of their position at the University. In addition to faculty, staff and administration, school officials may also include contractors, volunteers and others performing institutional functions. Students who are serving on an official University committee or otherwise employed by the University may also be considered school officials if performing in the interest of the requested capacity. Reasons of legitimate educational interest for a school official include, but are not limited to:

- Performing a task that is specified in his or her position or contract.
- Performing a task related to a student's education or academic progress.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student (or student's family) such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.

*Directory Information:* Lenoir-Rhyne University defines the following as Directory Information:

- Name
- Local and Home/Permanent Address, Telephone, and Lenoir-Rhyne Email address
- Name and Address of the student's parent(s)
- Date and Place of Birth
- Major and Degree
- Participation in officially recognized University activities and sports
- Height and Weight of University Athletes
- Enrollment status (i.e. dates of attendance, class level, full-time/part-time, etc.)
- Degree completion (or non-completion)
- Honors, Awards and Recognition

## **Notification of Policy**

Lenoir-Rhyne University releases the FERPA policy annually in the University's *General Catalog*. Any significant changes to the policy are disseminated to the campus community via email and on *myLR*, the University's internal website.

## **Release of Information/Records**

Lenoir-Rhyne University will disclose information from a student's educational records with the written consent of the student. Written consent may be received by means of an online transcript request, signed FERPA Release or Transcript Request form, or signed letter of consent directly from the student. Written consent may be submitted in person, through the US Postal Service, scanned attachment (pdf or Microsoft Word) via email or by secured fax at 828.328.7378. An email from the student may not serve as written consent.

In some cases, Lenoir-Rhyne may release information from a student's educational records without the direct consent from the student. Records may be released without consent when the disclosure is:

- To appropriate school officials (defined above).
- To authorized representatives of federal, state or local educational authorities.

- In connection with financial aid for which the student has applied or the student has received.
- To third-party vendors conducting research or other analysis for or on behalf of the University.
- To accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena (Note that under these circumstances we will make every effort to notify the student prior to compliance.)
- Related to a health or safety emergency.
- Information defined as Directory Information
- The disclosure concerns sex offenders and other individuals required to register under state or federal law.

## **Release of Directory Information**

Unless a student requests in writing to the contrary, Lenoir-Rhyne University is permitted to release the following types of information without consent from the student:

- Name
- Local and Home/Permanent Address, Telephone, and Lenoir-Rhyne Email address
- Name and Address of the student's parent(s)
- Date and Place of Birth
- Major and Degree
- Participation in officially recognized University activities and sports
- Height and Weight of University Athletes
- Enrollment status (i.e. dates of attendance, class level, full-time/part-time, etc.)
- Degree completion (or non-completion)
- Honors, Awards and Recognition

Students wishing to restrict the release of directory information must submit a signed, written statement and submit to the Office of Academic Records. Please note that once received, all directory information will be withheld from a variety of third parties including parents/spouses, employers (current and prospective), honor societies and, of course, the media. Once the restriction is filed with the Office of Academic Records the restriction remains valid until the student, again in writing, rescinds the restriction.

Requests to restrict the release of directory information should be submitted to the Office of Academic Records located in Lohr Hall on the Hickory Campus, or by mail/fax/scanned document in email to:

Lenoir-Rhyne University  
Office of Academic Records  
PO Box 7227  
Hickory, NC 28603  
828.328.7368 (fax)  
[Registrar@lr.edu](mailto:Registrar@lr.edu)

## **Procedure to Inspect Educational Records**

Students simply needing to obtain a copy of their official University transcript may do so online without the completion of a Student Disclosure Form. Current students may request a copy of their official transcript through their secure, online Self-Service account. Former students may make the request through the National Student Clearinghouse. For more information on

requesting a transcript online please visit the Registrar's website at:  
<http://www.lr.edu/academics/office-of-registrar>.

Students have the right to inspect/review their educational records within 45 days of the receipt of the request by Lenoir-Rhyne University. Students must complete and submit a signed Student Disclosure Form indicating the purpose for the release. The Student Disclosure Form is located on the Registrar's website at: <http://www.lr.edu/academics/office-of-registrar>.

Students currently enrolled may select a "one-time release" to a specific party (or parties), or they may select "until I complete a new form." If "until I complete a new form" is selected, the release becomes void once the student graduates or discontinues enrollment. If the student returns to Lenoir-Rhyne University at a later date, a new disclosure form must be submitted. Students who are no longer enrolled must select the "one time release" option and a new form must be submitted with each new request.

Requests to inspect/review educational records should be submitted to the Office of Academic Records located in Lohr Hall on the Hickory Campus, or by mail/fax/scanned document in email to:

Lenoir-Rhyne University  
Office of Academic Records  
PO Box 7227  
Hickory, NC 28603  
828.328.7368 (fax)  
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Lenoir-Rhyne University reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA if the student lives within commuting distance of the University, the student has an unpaid financial obligation to the University, or there is an unresolved disciplinary action against the student. Please note that if the student is requesting copies of educational records and is not within commuting distance, the student will be charged a \$25 processing fee. There is no cost to any student to simply inspect/review their record.