

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
(F.E.R.P.A.)**

Annually, Concordia University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by Concordia University for compliance with the provisions of the Act. Copies can be obtained from the Office of the Registrar. It is also printed in the Student Handbook and the University Catalog. Questions concerning the Family Educational Rights and Privacy Act may be directed to the Office of the Registrar. **Note:** The University does not release certain aspects of student records (e.g., grades, GPA) over the phone or via email. Refer to the back page for Concordia University's policy regarding Official Records and Release of Information or the Concordia University Catalog.

Consent to Release Student Record Information

Completing and signing below grants Concordia University permission to release your student record information to the designated individual(s). The specified information will be made available only if and when requested by the authorized individual(s). Grades and GPA must be requested in writing and sent via fax or U.S. Postal Service.	
PRINT Student Name	Student ID#
Individual Designees Note: If listing parents, include information for both parents to have access.	
Full Name	Relationship to student
Complete Address	Phone Number ()
Full Name	Relationship to student
Complete Address	Phone Number ()
<p>Please check one or more of the boxes below to select the information you authorize Concordia to release:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Academic status, grades, GPA, or any other academic information <input type="checkbox"/> Billing statements, charges, credits, payments, past due amounts, and/or collection activity <input type="checkbox"/> Financial aid awards, application data, disbursements, and/or eligibility <input type="checkbox"/> Disciplinary information <p>I grant the above named individual(s) authorization to access my student record information as identified above. I understand that by signing this authorization, I am waiving my rights of non-disclosure of these records under applicable law with regard to the designated individual(s) only. I understand that this release is valid for the 2020-21 academic year unless I notify the Office of the Registrar in writing that I wish to revoke it.</p>	
Student Signature	Date

Student Directory Information

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Under the FERPA guidelines, Concordia may disclose without prior consent, personally identifiable information regarding a present or former student if it is "Directory Information" from the three following categories:

Category I: Name, addresses (including permanent, local, and e-mail), telephone numbers, dates of attendance, class level (e.g. sophomore, graduate student), photographs, birth date, place of birth

Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates), full time/part time status, number of credits carrying in current semester

Category III: Past and present participation in officially recorded athletic and co-curricular activities, physical factors (i.e. height and weight of athletes)

Although such information may be released without student consent, students may request information contained in any or all of the above categories not be released to any and all parties, except as listed on the back. Such a request must be made in writing to the Registrar's Office.

Official Records and Release of Information

Official records are those records or files which directly relate to a student and are maintained by the college in accordance with policies and procedures stipulated in the Academic Procedures Manual. The official records of students are considered confidential information and, as such, shall be kept private from third parties. Every student in attendance, or who has been in attendance, has the right to inspect and review his/her official records. Concordia stipulates the following as official student records and names the corresponding position holders as responsible for their administration, retention and disposal:

Academic Advisement Files	Academic Advisors/Registrar
Academic Programs	Program Directors, Deans of Schools
Admission Files	Director of Enrollment Services
Athletic Records	Director of Athletics
Business and Accounting Records	CFO, Director of Accounting
Church Worker Placement Files	Program Directors
Disciplinary Files	Dean of Students
Financial Aid Files	Director of Financial Aid
Health Records	Dean of Students
Standardized Test Results/Transcripts	Registrar

Provisions can be made for the periodic routine destruction of non-permanent records and non-current disciplinary records. Each office listed above is responsible for publishing a statement detailing the following: (1) the length of time a record is maintained, (2) the kind of material(s) which will be kept in the record, (3) individuals and/or offices which will have access to the records and, (4) policy for disposal of documents.

Exceptions

1. Unsuccessful applicants for admission to Concordia are not eligible for the considerations noted above.
2. Parents of Concordia students are considered third parties. The student must sign a waiver authorizing the appropriate office to release information to parents or others.
3. An instructor's own records, when kept in the sole possession of the maker and not accessible or revealed to any other individual except a substitute instructor, are not considered official records of Concordia.
4. Records which simply reflect the student as an employee of the institution are exempted from the definition of official records.
5. Records created or maintained by a physician, nurse, psychiatrist, psychologist or other recognized professional, or paraprofessional acting in his/her official capacity and used only for treating the student and not disclosed to any other individual except for those providing treatment, are exempted.

Right to Amend

A student who believes the information in an official record is inaccurate or misleading or violates the student's privacy may request that Concordia amend the record. If a request for amendment is refused, the student may request a hearing to challenge the content of the record within twenty-one days. The student must be given notice of the date and time of the hearing. The hearing will be conducted by a member of the President's Cabinet who does not have a direct interest in the outcome. The student must have full opportunity to present evidence relative to the issues and has the option of being represented by an individual, including an attorney. If Concordia decides not to change the record, the student must be informed in writing and given the opportunity to place in the record a statement commenting upon the information in the official record. This statement must be maintained with the record as long as the record is maintained.

Release of Information with Student Consent

Concordia may not disclose information from a student's official record without first obtaining the written consent of the student, except under certain limited circumstances noted below. Any consent for disclosure must be signed and dated by the student and must specify the records to be disclosed, the purpose(s) of the disclosure and the party or class of parties to whom the disclosure may be made.

Concordia may disclose without prior consent personally identifiable information regarding a present or former student if it is "Directory Information" from the three following categories:

Category I: Name, addresses (including permanent, local, and e-mail), current class schedule, telephone numbers, dates of attendance, class level (e.g. sophomore, graduate student), photographs, birth date, place of birth

Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates), full time/part time status, number of credits carrying in current semester

Category III: Past and present participation in officially recorded athletic and co-curricular activities, physical factors (i.e. height and weight of athletes)

Although such information may be released without student consent, students may request information contained in any or all of the above categories not be released to any and all parties, except as stipulated below. Such a request will be made in writing to the registrar's office.

- A student's consent is not required if a record is to be disclosed to other administrators, faculty or staff within the University who have a legitimate educational interest in the information.
- Information may be disclosed to determine the eligibility for student aid, the amount of it, the conditions which will be imposed regarding it, and to enforce such terms or conditions.
- Information about a student can be released without consent to organizations conducting studies for, or on behalf of, the University to develop, validate, or administer predictive tests, administer student aid programs or improve instruction or retention.
- Accrediting organizations may be given information about students in order to carry out their functions.
- Concordia may release a record without student consent to comply with a judicial order or lawfully issued subpoena.

The University may disclose education records in certain circumstances:

- To appropriate parties in a health or safety emergency
- To the official of another school, upon request, to which a student intends to enroll
- To Officials of the U.S. Dept. of Education, the Comptroller General, to state and local educational authorities, in connection with state or federally supported education programs
- To appropriate parties the results of an institutional disciplinary proceeding against the alleged of a crime of violence
- To military recruiters per the Solomon Amendment

Additional exceptions stipulated by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, will be honored.

Record of Disclosure

Concordia must maintain a record of disclosure of official records to third parties. This record must be kept as long as the file is maintained. This record of disclosures is available for inspection by the student.

Social Security Privacy

Concordia University protects the student's right of privacy of information and recognizes the importance of maintaining the confidentiality of student records while performing effective functions of the University. In this effort, CUAA assigns each student a unique Student ID to be used in place of the Social Security Number (SSN).

Social Security Numbers are collected from all students and are required for financial aid and specific reporting functions as required by the State and Federal government. Social Security Numbers may be used for mailing of transcripts if the student makes the request, reporting to the National Student Clearinghouse, attendance verifications, degree reporting, and loan tracking.

The Student ID number is used whenever the student registers for classes, makes a payment, or other internal functions. The Student ID will print on any internal hard copy material such as grade lists, attendance rosters, bills, etc. Copies of materials with a student's ID or SSN are destroyed by shredding when not retained in a secure area. Any original hard copy material, such as applications, with the SSN listed, is treated as confidential material. It is either retained in a secure area or it is destroyed by shredding after the student has not registered for five or more years.

Students, faculty, and staff are notified annually of privacy procedures and FERPA requirements for any form of verbal or written communication.