



ACADEMIC RECORDS CONFIDENTIALITY POLICY

Purpose

Atenas College creates this policy to ensure the confidentiality of academic records in compliance with the Family Educational Rights and Privacy Act of 1974, known as FERPA, also known as the "Buckley Amendment". The law consists in protecting the privacy of students' educational records. It applies to any educational institution or agency that receives funds under any program administered by the United States Department of Education.

Definitions

1. **Educational academic record** – Records, files, documents and other materials that keep the institution and that contains information directly related to a student.
2. **Directory Information** – Information contained in the student's academic record that is generally not considered harmful or invades privacy if disclosed. The Institution may disclose information about a student without violating the FERPA Act, if that information has been appointed in the Information Directory.
3. **Institutional Officials** – Includes any person employed or hired by the Institution in an administrative, supervisory, academic or research position, support staff including health and safety personnel; a person or company that the institution has contracted, such as lawyers, auditors, collection agencies. A person who is a member of the Governing Board; or a student belonging to an official committee, such as discipline or grievances or who is assisting an officer of the Institution in the performance of their duties. Including also, accrediting agencies, parents of dependent students who present their Income Tax Return and who have claimed the student in it, to comply

with a court order or subpoena, in meritorious cases such as health or safety emergency, disclosure of directory information or results of a disciplinary hearing for a violent offense and required in Title IX.

4. **Legitimate educational interest** – Requirement to review an academic record as part of their professional responsibilities.

General Disposition

Atenas College through the Registrar Office among other offices that retain records and academic information will comply with the following requirements in accordance with the parameters established in FERPA:

1. Report annually to students enrolled in the institution their rights under FERPA.
2. Protect the right of students to inspect and review their educational records within 45 business days of the day the institution receives the record review application.
 - a. The student must submit a written, dated and signed request to inspect his/her files to the Registrar, Vice-president of Academic Affairs, Director or Coordinator of the program or other designated official. He/she must specify the purpose of their request, the parts of the record he/she wishes to review and the name of the agency to whom the information will be sent if necessary. The designated officer of the Institution shall make arrangements to comply with the request and notify the student on the day and place designated for a record inspection. If the requested file is not in the custody of the officer to whom the request is directed, the officer shall be responsible for notifying the student the name of the person or official to whom the request is to be addressed.
 - b. Also guarantee the student the right to request that their educational records be amended.
3. Protect the right to limit the disclosure of personal information that may identify the

student.

- a. The right to offer prior consent before the Institution discloses the personal information in its educational file, except in those circumstances in which the Law authorizes its disclosure without prior student knowledge, such as:
 - i. A student's medical or safety emergency
 - ii. Directory Information
 - iii. Information related to financial aid to which the student has applied or received
 - b. Officials of the Institution with a legitimate educational interest will be allowed to review and access academic records.
4. Ensure that third parties do not disclose personal information that can identify any student of the Institution.
 5. Maintain evidence of applications for disclosure of educational records in limited situations.
 6. Validate the right to claim or file a claim to the Office of FERPA for breach of the Institution of this Law. This should be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW13
Washington DC 20202-5901

Directory Information Categories

There are three categories for the development of the Directory Information:

1. Category #1- this included the following student information
 - Name, address, telephone, dates of academic activities and enrolled courses
2. Category #2 – In addition to the information contained in the #1 category, the following can be added:
 - Transfers from other educational institutions in which the student has

attended, concentration or curriculum, awards and honors obtained, degrees conferred (including dates), and student status in the institution.

3. Category #3

- Participation in the past and present in official sporting activities including student physical description (height and weight), date and place of birth.

It is important to note that under the provisions of FERPA, the student has the legitimate right to prevent the disclosure of the information contained in any of the categories of the directory established. The student must submit this right in writing to the Registrar's Office.

The Directory Information shall not include:

- Social Security number
- Student number
- Race
- Nationality
- Religion
- Gender
- Grade Reports
- GPA (Grade Point Average)

Validity

This Policy has been reviewed and is effective

Recommended by


Academic Council

Date: February 10, 2017
Month Day Year

Administrative Council

Date: February 24, 2017
Month Day Year

Approved by



María L. Hernández Núñez, MSN, Ph.DH, DHC
President

Date: February 29, 2017
Month Day Year