

Family Educational Rights and Privacy Act

Listed below is the notification of the Family Educational Rights and Privacy Act of 1974. The College is to inform enrolled students annually of their rights under the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA). The act does not apply to students admitted to the College who have not officially enrolled. Enrolled students have the following rights under the Law:

Student Records

A. Policy Intent

1. The Hendrix student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The Hendrix College student record policy is formulated to protect the privacy of that student information that is maintained and yet provide access to student records for those having a legitimate purpose to view such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.
3. "Records" refers to those files and their contents that are maintained by official units of the College. Generally, students have the right to review any official record that the College maintains on them. Access to records by others, without student permission, is limited to purposes of an educational nature. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Information to which the student does not have access is limited to the following:
 - a. Confidential letters of recommendation placed in the student's files before January 1, 1975, and those letters for which student has signed a waiver of his or her right of access.
 - b. Parents' confidential financial statements.
 - c. Personal files and records of members of faculty or administrative personnel "which are in sole possession of the maker thereof and which are not accessible or revealed to any person except a substitute."
 - d. Records of the Admission Office concerning students admitted but not yet enrolled at the College. Medical/psychological records used in connection with treatment of the student. Such records are, however, reviewable by a physician or psychologist of the student's choice.
4. Only the following offices are authorized to release non-directory information: Registrar, Career Services, Counseling Services, Financial Aid, Dean of Students, Provost, and President.
5. Copies of this policy are available upon request from the Registrar, who is responsible for the administration of the student record policy.

B. Access to Student Records by the Student or Parents of Dependent Students:

1. Students and parents of dependent students have the right to inspect their records (as defined in A3 above) and are entitled to an explanation of any information therein.
2. Documents submitted to the College by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties external to the College. Such records should be requested by the student from the originating institution.
3. Official records and transcripts of the College (signature and/or seal affixed) are mailed directly to other institutions or agencies the student requests. When circumstances warrant, official records may be given directly to the student at the discretion of the proper College official. In such cases, the record will be clearly marked to indicate issuance to the student.
4. Should a student believe his or her record is incorrect, a written request should be submitted to the appropriate College official indicating the correct information that should be entered. The official will respond within a reasonable period concerning his or her action. Should the student not be satisfied, a hearing may be requested of the Registrar.

C. Access to Student Records by Others:

1. Disclosure of general directory information: Certain information may be released by the College without prior consent of the student if considered appropriate by designated officials. Such information is limited to the following:
 - Student's name, address, telephone number (permanent and local).
 - Date and place of birth.
 - Dates of attendance at the College, major fields of study, current classification, degrees, honors, and awards.
 - Previous schools attended and degrees awarded.
 - Heights and weights of members of athletic teams.
 - Participation in officially recognized activities.
 - E-mail address.
 - Class schedule/roster
 - Full or part-time status
 - Photograph
2. Directory information will not be released for commercial purposes by administrative offices of the College under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.
3. Disclosure to members of the College community:
 - a. Access to student records for administrative reasons for faculty, administrative staff, and other pertinent employees is permissible provided that such persons are properly identified and can demonstrate a legitimate interest in the materials.
 - b. Access for the purpose of research by faculty and administrative staff is permissible when authorized by the department head and the administrator of the office concerned.
 - c. Information requested by student organizations of any kind will be provided only when authorized by the Dean of Students.
4. Disclosure to organizations providing financial support to a student: It is the College's policy to release the academic transcript to such organizations only upon the student's written request or authorization. Otherwise, the academic transcript will be sent only to the student or to the parent(s) upon whom the student is financially dependent, a policy consistent with the College's interpretation of the Family Educational Rights and Privacy Act of 1974, popularly known as the "Buckley Amendment."
5. Disclosure to other educational agencies and organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.
6. Local, state, and federal governmental agencies. Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.