

**Family Education Rights and Privacy Act of 1974 and College Policy on Student Records
(from King's College 2020-21 Catalog, pgs. 18-19)**

King's College students, as provided by statute, may review any official records, files, and data directly related to them that are on file in the administrative offices. The files include identifying data, academic work completed, grades, family background information, disciplinary referrals, references, ratings, or observations. (References, ratings, or observations completed before January 1, 1975 are not available to students, nor are confidential recommendations collected by the Placement Office under a waiver by the individual.) Requests to review the aforementioned documents should be made in writing to the appropriate College official. In all cases other than disciplinary, address requests to: Office of the Registrar, King's College, Wilkes-Barre, PA 18711.

Direct requests to view disciplinary referrals should be directed to the Associate Vice President for Student Affairs and Dean of Students at the same address. The records, files, or data will be made available no later than 45 days from the time the written request is received.

Student records, files, or data will be available to outside individuals or agencies only after King's receives written authorization for release from the student. Exceptions include circumstances involving:

Accrediting organizations

1. Student's application for, or receipt of, financial aid
2. Cases of emergency, if the information is necessary to protect the health and safety of the student or other persons
3. Individuals who have obtained court orders or subpoenas
4. Certain government officials carrying out lawful functions

5. School officials with legitimate educational interests; a school official is a College employee in an administrative, supervisory, research, or support staff position.
6. In accordance with the USA Patriot Act, under court order, the College will release educational records to federal law enforcement agents investigating terrorist acts, without the consent of students.

Directory information includes the student's name; address at home; on-campus or off-campus telephone numbers; date and place of birth; campus e-mail address; photo; major field of study; dates of attendance, degrees, and awards received; and the previous educational institution attended by the student.

Students requesting directory information not be released without their prior consent must file written notification by completing the Request for Privacy Form available in the Academic Advisement Office. The "no information release" designation applies to all information listed above and to all persons making an inquiry about the students. Requests for privacy are kept on file in the Academic Advisement and Registrar's offices. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by King's College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

A student, as provided by statute, may request in writing a review of any information that he or she feels may be inaccurate or misleading. In accordance with the provisions of the statute, an appropriate administrative officer of the College who does not have a direct interest in the outcome must conduct the review.

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