

St. Joseph School of Nursing
Nashua, New Hampshire

Family Educational Rights and Privacy Act Policy (FERPA)

FERPA is the Family Educational Rights and Privacy Act that protects the privacy of students' educational records by requiring a written consent from the student before disclosing any personally identifiable information to a third party. In addition, it gives students the right to inspect and review their own educational records. FERPA applies to the education records of students who are or have been in attendance at SJSON. FERPA does not apply to the records of students who are denied acceptance or have been admitted but never enrolled.

Student rights:

Inspect and review education records:

Within 7 days of the day SJSON receives a request for access a student will be given access to inspect and review their education records. Students should submit to the school written requests that identify the record(s) they wish to inspect, for example grades, statement of account or financial aid. The school official will make arrangements for access and notify the specific department of the students request to review their educational records. Students will be notified via email of the time and place where the records may be inspected. Note: The law does not require the school to provide the student with copies of the records.

Types, locations, and custodians of educational records:

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| Admissions Coordinator/Bursar: | Admission records, billing, payment plan |
| Registrar: | Grades, enrollment verification, loan deferments |
| Financial Aid Office: | Financial aid, VA beneficiaries records, immigration and non-citizen records |
| Technical Support Services Specialist: | Students with disabilities, SONIS student portal |

Request amendment of education records believed to be inaccurate or misleading.

A student who believes that their educational record is inaccurate or misleading and in need of correction should write to the school official responsible for the record (see list below), clearly identify the part of the record they want corrected stating the reason they believe is incorrect or misleading. If the school decides not to amend the record as requested by the student, a school official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Consent to Disclose

To consent to disclosures of personally identifiable information contained in the student's education records. In accordance with FERPA, records created and maintained by SJSON are considered to be educational records and may only be released to a third party with written consent from the student. This would include spouses, parents, other relatives, and employers. If you would like SJSON to discuss aspects of your student records with a third party, please complete the SJSON FERPA Release Form and submit it to the Admission Coordinator's office.

The FERPA Release form may be completed and faxed to 603-578-5028 or mailed to:

Admissions Office
St. Joseph School of Nursing
5 Woodward Ave
Nashua, NH 03060

SJSON may disclose personally identifiable information without the student's consent to the following parties:

U.S. Department of Education, U.S. Controller General, U.S. Attorney General, Accrediting agencies, State and local officials, alleged victim of a crime, parent of a dependent student as defined by the IRS, parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse, and to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (hospital security office and health staff); a person

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or company with whom the school has contracted (such as an attorney, auditor, consultant or collection agency); or a student serving on an official committee, such as student affairs or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

SJSON may disclose information for law enforcement purposes pursuant to any court order or lawfully issued subpoena. SJSON will make a reasonable effort to notify the parent or student who is the subject of a subpoena so that they may seek protective action.

Complaints:

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by SJSON to comply with the requirements of FERPA. Complaints to the Department of Education should be submitted to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
1-800-872-5327