

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) assures that as a student you have certain rights with respect to your education records. The same rights extend to your parents or guardians if they claim you as a dependent on income tax forms. Following is a brief statement of your rights. Please see your *Student Handbook* (in the Student Life section of the Hesston College website, www.hesston.edu) for more details on each one.

- 1) You have the right to inspect your education records. **To inspect a record, contact the Registrar's Office for admission and academic records, the Student Life Office for health and disciplinary records, the Financial Aid Office for financial aid records, the Business Office for billing and payment records, and the Athletic Department for records related to athletic eligibility.**
- 2) You have the right to seek to amend any education record that you believe is inaccurate or misleading. **To seek to amend a record, contact the appropriate office listed above. Often a disagreement can be resolved with a phone call or personal visit. Procedures for making a more formal appeal are described in your *Student Handbook*.**
- 3) You have the right to give your written consent before information in your educational record is disclosed to others. **Hesston College personnel will not release information from your record to a third party without first getting your written consent, except where permitted by FERPA or where required by other legislation.**
- 4) You have the right to restrict the release of directory information. **The sample on the Registration Information page shows how your entry in the pictorial directory will look. If you do not want certain information to be printed in the pictorial directory you must inform the Registrar's Office by the end of the fifth day of classes. Your request for non-disclosure is honored for the current academic year only. A new request for non-disclosure must be completed each year. See the *Student Handbook* for additional items that are defined as directory information by the college**
- 5) You have the right to file a complaint with the U.S. Department of Education if you believe Hesston College has failed to comply with the requirements of FERPA. **The name and address of the office to contact is listed in the *Student Handbook*.**

You may contact the Registrar's Office for additional information about FERPA and your rights.