

Hesston College

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. You have the opportunity to ask that certain kinds of information defined as "[directory information](#)" not be disclosed without your consent. To restrict "directory information" disclosure, you must notify the registrar's office by the end of the fifth day of the semester. Notification must be in writing by marking the restriction box in your checklist under your my.Hesston account, with an email from your Hesston College account, or through a signed document delivered to the registrar's office. To the extent possible, the college will honor restriction requests received after the fifth day. Your restriction will remain in effect until you remove it in writing through one of the above means. While the restriction is in effect, your directory information will be treated as an educational record as described in 3).

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.