

# RUDOLF STEINER COLLEGE

## FERPA Annual Notice to students

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. Under FERPA a student has a right to inspect, amend and have some control over the disclosure of information from his or her educational records.

To learn more, go to: [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco)

or contact: Family Policy Compliance Office at the Department of Education,  
400 Maryland Ave SW, Washington DC 20202-5920.

**What are educational records?** Educational records fall into two general categories:

a) Directory information—which is public information and b) Student records—which are not public information. Educational records are official records which are directly related to a student and are maintained by the College for use by the College. A record can be information recorded in any medium, including but not limited to handwriting, print, tape, film, microfilm, microfiche, CD archives, and digital images. Student records do not include medical or psychological records; employment records, law enforcement records; records of violation of student conduct; thesis or research papers; and alumni records collected after leaving the college.

**What is “directory information?”** FERPA identifies certain information, called directory information, which may be disclosed without the student's permission. The college has designated the following information as directory information:

Student's name	Registration number
Local, permanent, and email addresses	Expected graduation date
Telephone listing	Enrollment status/class level
Dates of attendance	Degrees and awards received
Marital status	Undergraduate institution and degree
Date and place of birth	Major fields of study

**How do I restrict access to my directory information?** A currently-enrolled student may restrict access to their directory information by submitting a written request to the Admissions Office within 10 days of enrolling in fall/winter programs and 5 days in part-time and summer programs. Restricted information remains so until revoked by the student. A student may not have the right to remain anonymous in the classroom or to impede routine classroom communication and interactions. The College will make an effort to maintain the confidentiality of directory information that a student properly requests to not be publicly disclosed. The College disclaims any and all liability that may arise or be alleged as a result of honoring a student's instructions that directory information be withheld, or for the inadvertent disclosure of such information.

**How do I see my educational records?** Turn in a written request to the Admissions Office or Registrar. Educational records will be provided within 30 days, except for financial records of parents or guardian, and confidential letters of recommendation where a waiver of right of access has been signed by the student.

**How do I obtain copies of my educational records?** Copies of application documents can be requested from the Admissions Office for a charge of 50 cents per page and will be provided within 30 days. For a transcript, contact the Registrar's Office and complete a *Transcript Request Form*. An official transcript is ten dollars (\$10.00), an unofficial transcript is five dollars (\$5.00). (Transcripts are only furnished to those who are not in default of outstanding loans or otherwise in with the college.) A current student may request a summary of attendance for free prior to the last term of their program. General categories of educational records that are not related to transcripts are periodically reviewed and obsolete information is destroyed in accordance with our established retention schedule.

**How do I change my educational records?** A student may challenge the contents of their educational records by submitting a written statement to the Registrar detailing how the records are inaccurate, misleading, or otherwise in violation of the privacy rights of the student, and what the student believes to be the correct information. The Academic Dean, Registrar and/or President will review the request. A favorable decision will allow the Registrar to correct the record. A decision not to make a change will be made in writing and include the reasons for the decision. The student will be advised of their right to a hearing. The outcome will become part of the student's records. The student may also place their own comments about the record in question. These statements will be released whenever the record in question is disclosed. If the outcome requires legal action, the student is responsible for all legal fees.

**Who has access to my educational records?** According to FERPA, non-directory information of current students may not be released without prior written consent of the student. Exceptions include access by appropriate Rudolf Steiner College administrators, faculty, staff, and contractors acting on behalf of the college, who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student intends to enroll; those in connection with a student's application for, or receipt of, financial aid; accrediting agencies conducting educational studies; federal, state or local officials or agencies authorized by law; a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless the subpoena specifically directs the institution not to disclose the existence of a subpoena; and the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

**Whom should I contact with questions or concerns?** General questions or comments may be directed as appropriate to the:

- Office of the Academic Dean, Patrick Wakeford-Evans, located in Stegmann Hall, by email [patrick.wakefordevans@steinercollege.edu](mailto:patrick.wakefordevans@steinercollege.edu) or calling 916-961-8727 ext 102.
- Dean of Students, Ronald Koetzsch, by email [ronald.koetzsch@steinercollege.edu](mailto:ronald.koetzsch@steinercollege.edu) or calling 916-965-1341.

For forms or assistance with processing requests please contact:

- Admissions, located in Reception Office, or call 916-961-8727 ext 122, or email [kim.hofer@steinercollege.edu](mailto:kim.hofer@steinercollege.edu).
- Registrar, located in Reception Office, or call 916-961-8727 ext 124, or email [nancy.walent@steinercollege.edu](mailto:nancy.walent@steinercollege.edu).

If you feel there has been a violation of FERPA guidelines, contact Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 20202-5920.