

# COLUMBIA COLLEGE HOLLYWOOD

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## CONFIDENTIALITY OF STUDENT RECORDS POLICIES

### STUDENT DIRECTORY DISCLOSURE

The college regards certain directory information related to any student currently enrolled at the college as public information which may be released. Student directory information is limited to one or more of the following: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, and the most recent previous public or private school attended by the student.

All enrolled students grant Columbia College Hollywood the right to publicize and release such information to the media for Columbia College Hollywood publicity, events, and programs. The college at its discretion may limit or deny the release of directory information to public or private persons or organizations based on the best interests of the student. Students may restrict the release of Directory Information by completing a Non-Disclosure Form and submitting it to the Student Services Department.

Once the Non-Disclosure Form is submitted, the college will not release the student's name in any press releases or Columbia College Hollywood materials. Student activities, campus organizations, and friends will not be able to obtain directory information. In addition, without specific written approval, college officials will not be able to confirm enrollment or graduation for reasons like insurance, nor include the student's name in the Graduation Commencement program.

Once filed, the Non-Disclosure Form becomes a permanent part of the of student's record until the student instructs Columbia College Hollywood, in writing, to have the request removed.

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The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the release of privileged, information to anyone except authorized personnel. Students who wish another individual, such as a parent or spouse, to have access to privileged information must complete a FERPA Release Form and return it to the Student Services Department before any information will be released. Information will only be released to the person listed on this form.

Columbia College Hollywood maintains information on students regarding their admission, registration, academic history, career, student benefits or services, extracurricular activities, advisement, discipline or matters relating to student conduct.

The college maintains these records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). This means that the college shall not, except as otherwise authorized, permit any access to or release of information except where required by law (e.g., federal and state educational and auditing officers, including application for financial aid), and then only on the basis of educational interest.

Any currently enrolled or former student has the right to inspect and review personal academic records upon request through the Student Services Department. Students may challenge the accuracy of the records or the appropriateness of their retention in college files.

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## FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Columbia College Hollywood receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Columbia College Hollywood discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Columbia College Hollywood in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Columbia College Hollywood who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Columbia College Hollywood.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by Columbia College Hollywood 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, DC 20202

FERPA permits the disclosure of personally identifiable information from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Columbia College Hollywood may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Columbia College Hollywood whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

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- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))