



Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, established a set of regulations governing access to and the release of personal and academic information contained in student education records. FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs.

FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend. Education records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or a party acting for the institution. Exceptions to education records include sole possession records, law enforcement unit records, employment records, health records and alumni records. Rights under FERPA are not given to students enrolled in one component of an institution who seek to be admitted in another component of the institution. Under FERPA, the rights accorded to parents transfer to students who have reached the age of 18 or who attend a postsecondary institution.

These rights are:

- The right to inspect and review their education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, dean, head of the academic unit or other appropriate official, written requests that identify the record(s) they wish to inspect. The official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the official to whom the request should be made.
- The right to request amendment of the student's education records the student believes is inaccurate or misleading. A student should write the institution official responsible for the record, clearly identify the part of the record they want changed and why it is felt to be inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the institution decides not to amend the record as requested by the student, the official will notify the student of the decision and advise the student of his or her 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.

- Disclosure is defined as permitting access to or the release, transfer, or other communication of the education records of a student or the personally identifiable information contained therein to any party orally, in writing, by electronic means or by any other means. Disclosure of confidential information to an institutional official having a legitimate educational interest, to government officials with regulatory oversight of the institution's operations, or to accreditation officials does not constitute authorization to share that information with a third party without the student's written permission.
- An institution official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor or collection agent); to officials of another educational institution, on request, in which a student seeks or intends to enroll; a person serving on the board of trustees, directors or advisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting an institutional official in performing his or her tasks. An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- FERPA allows release of the following directory information to the public without student consent: student's name, address, telephone number, date and place of birth, major field(s) of study, e-mail address, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, part-time or full-time status, degrees and awards/honors received, and the most recent educational institution attended.
- Students may prevent the release of directory information by completing a Request to Prevent Disclosure of Directory Information form available from the admissions office. By law, however, a student cannot prevent the release of directory information to the U.S. military for recruiting purposes. Student consent is required for the release of personally identifiable information such as semester grades, academic record, current academic standing, class schedules and Social Security/student number. Student consent is not legally required for disclosure of this information and reports of alcohol or drug policy violations by students under the age of 21, to certain government agencies/officials, sponsoring agencies, parents/guardians of dependent students and to selected school personnel determined to have a legitimate educational interest in such records.
- Students may consent to release personally identifiable information to others by completing the Authorization for Release of Student Information form available in the admissions office. Information about the provisions of the Family Educational Rights and Privacy Act of 1974 as Amended, and the full text of the law, may be obtained from the admissions office.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by an institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 Family Compliance Office

U.S. Department of Education
400 Maryland Ave., SW Washington, DC 20202-4605

- The Solomon Amendment established guidelines for the release of directory information to the United States military for recruiting purposes. This Congressional act allows release of the following directory information without student consent to military recruiters for present and previously enrolled students at least 17 years of age: student name, address, date and place of birth, telephone number, and level of education, major field(s) of study, degrees received and the educational institution in which the student was most recently enrolled.

Release of Information About Students

Thrust Flight will not release any information about a student unless one of the following occurs:

- The student (or parent of a minor student) makes a written request for information, which will be released solely to the student or parent of a minor student; or,
- The information is requested by any court, state, federal, regulatory or accreditation organization.