

FERPA DETAIL

Procedure to inspect and review educational records

A student should submit a written request that identifies the record(s) the student wishes to inspect.

Office of the Registrar (Registrar)

College of Saint Benedict/Saint John's University
Quad 163
PO Box 5511
Collegeville, MN 56321
registrar@csbsju.edu

Academic Affairs (Associate Provost or Academic Dean)

College of Saint Benedict Mary Commons 2 nd floor 37 South College Avenue St. Joseph, MN 56374	Saint John's University Quad XXX PO Box 2000 Collegeville, MN 56321
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Student Development (Associate Provost or Dean of Students)

College of Saint Benedict Academic Services Building 37 South College Avenue St. Joseph, MN 56374	Saint John's University Sexton 122 PO Box 2000 Collegeville, MN 56321
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The appropriate school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Procedure to amend an educational record

A student who wishes to ask the Institution to amend a record should submit a written request to the Provost,

Richard Ice, Ph.D. College of Saint Benedict Mary Commons 2 nd floor 37 South College Avenue St. Joseph, MN 56374	Richard Ice, Ph.D. Saint John's University Quad XXX PO Box 2000 Collegeville, MN 56321
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clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Institution decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

Following the hearing, in the event the student is not satisfied with the outcome, the student will be given an opportunity to submit an explanatory statement for inclusion with the disputed educational record.

Who is consider a school official?

The Institutions disclose 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 the Institution in an administrative, faculty, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff)
- A person serving on the board of trustees
- A student serving on an official committee
- A volunteer or contractor outside of the Institution who performs an institutional service or 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 personally identifiable information from education records, such as an attorney, auditor, outside investigator, collection agent
- A student volunteering to assist another school official in performing his or her tasks

Because of the close coordinate relationship between the College of Saint Benedict and Saint John's University, including their joint policies, and because students often take classes and are involved in activities on both campuses, employees and volunteers of one institution, may, in many cases, be considered a school official of the other institution.

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 the Institution.

Disclosure of Personally Identifiable Information

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' 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.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within the Institutions 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)(3) are met.
- 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.
- 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 institution'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.

- 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.
- 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.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
- Information the school has designated as "directory information" under § 99.37.
- 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.
- 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.
- 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.

- Date and place of birth
- Major field of study
- Class year
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Participation in recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Past educational institutions attended

Items considered Directory Information

Information the Institutions have designated as directory information that would not violate a student's privacy if disclosed, include:

- Student name
- Address
- Student residence halls
- Telephone number(s)
- Email address
- Photograph