Annual Notice to Students Regarding FERPA and Notice Designating Directory Information

The New England School of Communications (NESCom) complies with The Family Educational Rights and Privacy Act (FERPA) and annually informs students about FERPA by sending this notice. Students with questions about this notice or about FERPA should contact the Director of Enrollment Management, who is located in the Wildey Communications Center.

FERPA affords students certain rights with respect to their education records. These rights include the following:

1. The student has the right to inspect and review his/her educational records within 45 days of the day NESCom receives a request for access.

2. The student has the right to request amendment of the educational records that the student believes are inaccurate or misleading.

3. NESCom shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student’s educational records, except to the extent FERPA authorizes disclosure without consent.

4. The student may direct complaints concerning the alleged failure of NESCom to comply with the requirements of FERPA to:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW.
   Washington DC 20202-4605

Inspection and Review
A student wishing to exercise rights to inspect and review his/her education records should submit a written request to the appropriate official at the NESCom identifying the records the student wishes to inspect. The official will make arrangement for access and notify the student of the time and place where the records may be inspected. Students who do not know which office is the custodian of the records they wish to inspect should contact NESCom’s Director of Enrollment Management.

Amendment of Records
Students may request that NESCom amend an educational record believed to be inaccurate, misleading or otherwise in violation of FERPA. The student should submit the written request to the record custodian, clearly identify the part of the record the student wants changed and specify why it should be changed. If NESCom decides not to amend the record as requested, the student will be notified of the decision in writing and advised of his/her right to a formal hearing. A student will be provided with additional
information regarding the hearing procedure when notified of the right to a hearing.

**Disclosure of Student Information without Prior Consent**

There are a number of exceptions to the general rule prohibiting disclosure of personally identifiable information from education records without prior consent of the student. Some common exceptions used by NESCom are set forth below. However, there are other exceptions where education records may be released without a student’s prior consent that are not listed here:

1. NESCom discloses educational records without a student’s prior consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by NESCom in an administrative, supervisory, academic, research, or support staff position (including security and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student who is assisting another school official in performing his/her job responsibilities. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her job responsibilities for NESCom.

2. As allowed by FERPA, NESCom will release *student directory information* without a student’s consent, unless the student has requested in writing that such information be kept confidential. NESCom defines *student directory information* as a student’s:
   - Name
   - Birthdate
   - Permanent and local address
   - Telephone listing (including cell)
   - Email addresses
   - Grade level
   - Class standing
   - Degree received
   - Concentration (Major) and field of study
   - Dates of attendance
   - Participation in school activities and sports
   - Honors
   - Awards
   - Photograph
   - Enrollment status
   - Previously attended high schools, colleges and/or universities

For information on how to keep your *student directory information* confidential, please see the Director of Enrollment Management.

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