



Family Educational Rights and Privacy Act (FERPA)
 Academic Year 2010-2011
 Registrar's Office
 1 College Circle
 Bangor, Maine 04401
 1-888-877-1876

Family Educational Rights and Privacy Act (FERPA)

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), the New England School of Communications is prohibited from providing certain information from your student records, such as academic, financial, disciplinary, withdrawal/academic probation/leave of absence from school, health or counseling record (also covered under HIPAA: The Health Insurance Portability and Accountability Act) and other student record information to a third party. This restriction applies to, but is not limited to, parents, spouse, or a sponsor. At the postsecondary level, parents have no inherent rights to access or inspect their child's educational records unless the student waives his/her right to access or inspection. Students will be treated as adults.

Under the provisions of FERPA, directory information can be released without prior consent at the institution's discretion. Directory information includes:

- Student's name
- Address
- Telephone listing (including cell phone)
- E-mail Address
- Grade level
- Major and field of study
- Dates of attendance
- Honors
- Awards
- Photograph
- Enrollment Status (Students' enrollment is automatically reported each semester to National Student Clearinghouse)

The student has the right to withhold disclosure of the directory information listed above by filing a "Request to Restrict Directory Information". This "Request to Restrict Directory Information" prevents the New England School of Communications from releasing directory information.

From time to time students' work product is shown to other students or to the public. In order to allow the New England School of Communications to use the student's work product, the student must sign the "Permission to Use Likeness (Talent Release) and Student Work Product". Without student's permission, disclosure of photographic, video or electronic images or of student work product, including voice features of students cannot be used for internal purposes, for publications or for other public use.

Students may grant permission for a third party release of information (including release to parents, step-parents, etc.) by completing the attached Student Information Authorization. You must list each individual to whom you wish to grant access.

The New England School of Communications may contact parents/guardians when the staff has ongoing concerns about a student's well being, or is concerned that a student presents a threat to her/himself or to others.

The following student rights are covered by FERPA and are afforded to all eligible students of the College:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's education records when the student believes they are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to notify the College in writing if the student does not want any or all of the information designated as directory information to be released internally or externally.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by New England School of Communications to comply with the requirements of FERPA.

Without the consent of the student, releases to third parties may be given only as follows:

1. To federal officers as prescribed by law.
2. As required by state law.
3. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students.
4. To accrediting agencies carrying out their functions.
5. In response to a judicial order or lawfully issued subpoena.
6. By Husson College Security to law enforcement agencies in the investigation of a specific criminal case.
7. To parents of students who are dependents as certified according to IRS standards. (Please see page 3.)
8. A student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the College that the student's use or possession of alcohol or a controlled substance constitutes a violation of a College rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s).
9. In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.