

Annual Notice to Students

In compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, as amended, Bryan College of Health Sciences has established a comprehensive written policy regarding the maintenance and safeguarding of student educational records. A copy of this policy is on file in each school and administrative unit of the college for reference and review by students who have questions about the records policy.

All students enrolled in institutions of higher education, regardless of age, own their FERPA rights.

At Bryan College of Health Sciences, it is our practice NOT to release any information (whether it be via phone, email or in-person) to someone other than the student, without a signed FERPA release form from the student. Students who wish to grant FERPA release to another person (parent, guardian, significant other, etc.) can do so by completing the Records Release Form. **The form authorizing release of information is available in the Records and Registration Office or on your student portal: My Documents>Academic Records>Records Release Form. Please bring the completed and signed form to the Records & Registration Office.**

Directory Information

Colleges may disclose directory information relating to a student without violating FERPA, unless a student has restricted the disclosure of his/her directory information in the Student Information System. At Bryan College of Health Sciences, directory information consists of:

- *Student's name*
- *Address*
- *Telephone numbers*
- *Email address*
- *Field of study (major)*
- *Academic class (freshman, sophomore, etc.)*
- *Enrollment status (full/part-time)*
- *Dates of attendance*
- *Estimated graduation date/graduation date*
- *Academic awards and degrees*
- *Participation in officially recognized activities and sports*

Education records are any record from which a student can be personally identified that is maintained by the College. This can include grades, class lists, course schedules, disciplinary records, financial records, etc. There are exclusions to education records which include law enforcement records, medical records, alumni records, and sole possession records (notes made by faculty/staff for his/her personal reference that are not shared with others).

School officials are permitted access to student education records without student consent as long as those officials have a legitimate educational interest within the limits of their need to know in order to perform job duties. The student's permission is not required. School officials may include

faculty, administrators, and staff who manage student record information.

Parents, spouses, partners, friends or relatives of any kind do not have access to student information beyond directory information without written authorization from the student. The FERPA Record Release Form authorizing release of information is available in Records and Registration Office or on your student portal: My Documents>Academic Records>Records Release Form.

There are expected “Do Not’s” for faculty to follow in classes. They include the following:

- DO NOT use name, SSN, or Student ID to post grades.
- DO NOT leave graded tests or assignments in an unsecured area for students to pick up.
- DO NOT circulate a printed class list with student name AND Student ID or grades as a class roster.

Release of Information. No one outside the institution shall have access to nor will the institution disclose any information from a student’s educational records without the written consent of the student, except to authorized personnel within the institution in which students seek to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to law enforcement agencies of Nebraska where such student is under investigation by such agencies and the agency shows that such data is necessary for the investigation, to persons in compliance with a judicial order, and to persons in an emergency order to protect the health or safety of students or other persons.

Filing Complaints

Persons wishing to file complaints regarding this policy or its implementation may do so with the U.S. Department of Education. See the Registrar for further information regarding such matters.