

# Family Educational Rights and Privacy Act (FERPA)

On November 19, 1974, Public Law 93-380, entitled The Family Educational Rights and Privacy Act (FERPA), became effective. This law affords students certain rights with respect to their education records, and BBC supports the intent of the law and, to the best of its ability, will provide the rights and privileges specified by the law. These rights are:

- The **right to inspect and review the student's education records** within 45 days of the day Boise Bible College receives a request for access.

Students should submit to the academic dean a written request that identifies the record(s) they wish to inspect. The academic dean 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 academic office, the academic dean shall advise the student of the correct person to whom the request should be addressed.

- The **right to request the amendment of the student's education records** that the student believes is inaccurate or misleading.

Students may ask Boise Bible College to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Boise Bible College decides not to amend the record as requested by the student, Boise Bible College 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.

- 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.

This means that the College cannot release transcripts to third parties unless the request is made in writing and signed by the student.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Boise Bible College in an administrative, supervisory, academic, or support staff position; a person or company with whom Boise Bible College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. 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 responsibility.

- The **right to file a complaint** with the U.S. Department of Education concerning alleged failures by Boise Bible College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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