

Students' Rights

Federal Family Educational Rights and Privacy Act of 1974

Franklin College informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA), as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Questions concerning The Family Educational Rights and Privacy Act may be referred to the Academic Records Office in Old Main. Requests to inspect educational records, amend educational records, and withhold directory information must be made in writing to the Academic Records Office. Forms to do so can be obtained from the Academic Records Office.

At its discretion, the College may disclose directory information in response to inquiries about individual students. Items considered directory information include:

- Name, local address, local phone number, photo and campus email address
- Date and place of birth
- Permanent address
- Permanent home phone number
- Confirmation of current enrollment or admittance including class level and major
- Dates of attendance
- Full or part-time status
- Degrees, awards, and honors received, including Dean's List and President's List and the corresponding dates
- Previous institutions attended
- Past and present participation in officially recognized college activities, including athletics
- Physical performance statistics of members of athletic teams

All other information about students is restricted information. Written consent of the student must be obtained before release of this information. However, if a student is classified as a dependent student, the parent, legal guardian, or taxpayer may be granted access to non-directory information. "Dependent students" are those who are claimed as dependents on a parent's/guardian's tax returns and/or who have self identified through appropriate documentation in the Academic Records Office.

Additionally, non-directory information may be disclosed to a school official with legitimate educational interests. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Students are notified annually in the student handbook of what constitutes directory information. Students may, if they desire, request that certain or all directory information not be released except upon their written consent. To make such a request a student must complete a Request to Prevent Disclosure of Directory Information form in the Academic Records Office by June 15th of the prior academic year. Please consider very carefully the consequences of any decision to withhold any “directory information.” Should you decide to inform the institution not to release any or all of this “directory information,” any future request for such information from non-institutional persons or organizations will be refused. A request for non-disclosure is effective until altered by the student in writing or until the student’s departure from the college.

The institution will honor your request to withhold any “directory information.” However, Franklin College does not assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.