



# FERPA Policy

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student,” and all FERPA rights transfer from the parent to the student. These rights include:

- The right to inspect and review the student's education records within 45 days of a request for access.
- The right to request the amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before CIM discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows (*but does not require*) schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest\*;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
  - Parent of a “dependent student” as is defined in Section 152 of the IRS Code (parent claimed the student as a dependent on the most recent federal tax return).

\* A school official has a legitimate educational interest if the official seeks the information within the context of his/her assigned CIM responsibilities; the information sought must be used within the context of official CIM business; and the information requested must be relevant and necessary to the accomplishment of some task or service related to the student's educational record or processing of the student's financial aid. A school official may be any of the following:

- a person employed by CIM in an administrative, supervisory, academic, research, or support staff position (including security unit personnel);
  - a person or company with whom CIM has contracted as its agent to provide a service instead of using CIM employees or officials (such as an attorney, auditor, loan servicer or collection agent);
  - a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee
  - a person assisting another school official in performing his or her tasks (i.e., student employee/work study student).
- CIM may disclose Directory Information without a student's prior written consent. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. Such information may

include (but is not limited to) student name, email address, mailing address, phone number, degree/program, major, photograph, dates of attendance, prizes and awards.

Students may restrict the release of Directory Information, except to school officials with legitimate educational interests. To do so, a student must submit the request for non-disclosure in writing to the Registrar's Office by June 30, annually.

- CIM reserves the right to utilize photos taken at sponsored events or in public areas of the campus in marketing material.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution 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, SW  
Washington, DC 20202-5901

- Students and parents should review the following Department of Education documents:

[FERPA Guidance for Parents](#)      [FERPA Guidance for Students](#)

- At the time a student confirms Intent to Enroll, CIM suggests each student submit a FERPA Consent Form. From that point forward, we would need such consent to speak to anyone, including parents, about any student specific details of your educational record at CIM. This would include questions about financial aid, billing, etc. – common summer question topics.
- CIM will notify students and parents annually via the CIM website, [www.cim.edu](http://www.cim.edu), about the FERPA Policy and that an updated FERPA Consent Form is needed each year by June 30, as applicable, when the prior consent given will expire. A student may also update consent at any time during the year, with the understanding that consent will need to be updated as of June 30.

CIM's **18-19 FERPA Consent Form** is located on the FORMS/LINKS screen of [NetPartner](#) and should be submitted annually by June 30 to the CIM Registrar, as applicable.

Newly admitted students should submit their initial FERPA Consent Form, as applicable, to the CIM Admission Office, which will be good for their first academic year of attendance. A new consent form will be required to update consent the following year by June 30.

Questions concerning FERPA should be referred to the Registrar's Office.