FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Directory Information

The College may release to the public only "directory information" without a student's consent. Directory information includes the student's

1. name,
2. local address,
3. local phone,
4. date of birth,
5. degrees earned,
6. dates of attendance,
7. enrollment status (full or part-time/hours enrolled),
8. academic level (Freshman, Sophomore, etc.),
9. residency status,
10. major field of study,
11. the last school that the student attended, and
12. electronic mail address.

The College gives access to records only to those persons and agencies that the Privacy Act specifies, and the College will keep a record of all persons who receive access. Directory information will only be released by authorized personnel of the College and to those parties with a common education interest.

A student may request in writing to the Admissions and Records Office that directory information be withheld from the public. Once a student has requested that directory information be withheld, no information will be released except with written approval from the student.

A student may complete a Student Consent for Access to Education Records (FERPA) consent form or set up Proxy Access through Student Self-Service (https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning) that will allow certain information to be shared with identified parties. A student must have this form on file in the Admissions and Records Office to release any information.

Disclosure of Educational Records

The College may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, computer services professional, or insurer); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. The term "school official" also includes representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs.

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 responsibilities for the College.

For more information on FERPA, please visit the U.S. Department of Education's website at https://studentprivacy.ed.gov/ferpa (https://studentprivacy.ed.gov/ferpa/).

Students who believe that COM is not complying with the requirements of the Family Educational Rights and Privacy Act or with regulations issued by the Department of Education implementing that Act may file complaints in writing with:

Family Policy Regulations Office
U.S. Department of Education
Room 1087, FB-6
400 Maryland Avenue, SW
Washington, D.C. 20202-4605