Student Records

SUNY Adirondack will uphold student confidentiality rights and protect access to information as provided by the Family Educational Rights to Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). The act applies to all individuals formerly and currently enrolled at SUNY Adirondack. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons.

Except as allowed by law, information from the student's record will only be released with prior consent of the student. The College cannot discuss student information with the student, a parent, or other party over the phone or in person unless the student completes the FERPA Waiver Authentication Survey found in Banner Self-Service on the SUNY Adirondack homepage. Any student wishing to waive his/her rights can do so by accessing the FERPA Survey link in Banner. By completing the survey, the student authorizes the College to release information over the telephone (to the student or designee) using a password system. Students may change or withdraw this authorization at any time using the same online process.

Directory Information

FERPA legislation permits the College to release certain information, called "directory information", without consent unless the student has filed a written request with the Office of the Registrar to withhold this information. Such requests must be made in writing using the Request to Withhold Information (FERPA) form, available in the Office of the Registrar, within fourteen days following the first day of classes. The failure of any student to specifically object to the release of certain or all categories of the information listed below, within the time indicated, will be interpreted as approval. Students wishing to cancel a previous Request to Withhold need to complete the bottom section of the form which is available in the registrar's office.

Students who do not want their information released to military recruiters must file a Request to Withhold Information (FERPA) form with the Office of the Registrar. Students wishing to cancel the Request need to complete the bottom section of the above form which is available in the Office of the Registrar.

The college considers the following information as "directory information":

>Name
>Address
>Phone number
>Student campus e-mail address
>Date of birth
>Enrollment Status
>Dates of attendance
>Major field of study
>Graduation and degrees awarded
>Honors and awards
>Credit hours earned

SUNY Adirondack uses various forms of social media to announce and publish student achievements, awards and activities including the announcement of the President's and Dean's Lists.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day SUNY Adirondack receives a request for access. A student should submit to the registrar,

dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   The school discloses 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 SUNY Adirondack in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SUNY Adirondack who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. In addition, a school official may also include a person employed by SUNY System Administration. 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 SUNY Adirondack. SUNY Adirondack considers the Adirondack Housing Association,LLC, and the Faculty-Student Association of SUNY Adirondack to be agents of the College and, as such, participates in the sharing of certain biographic and financial data in order to accurately bill and collect for room and board.

   Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:
   - To other school officials, including teachers, within the SUNY Adirondack whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
   - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SUNY Adirondack to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
6. Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

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