

FIDM/Fashion Institute of Design & Merchandising

Family Education Rights and Privacy Act (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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FIDM/Fashion Institute of Design & Merchandising ("FIDM") fully complies with FERPA regulations.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." In accordance with FERPA, students have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the Institute fails to comply with FERPA policies.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, DC 20202-5920

Students who wish to inspect and review their records may do so by submitting a written request to the Vice President of Education. An appointment for the student to review the requested record will be made within 45 days of the request; a College official will be present at the time of review. FIDM will not release personally identifiable information without written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply.

The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by FIDM in an administrative, supervisory, academic, research, or

support staff position (including law enforcement unit personnel and health staff); a person or company with whom FIDM has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); 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 responsibilities for FIDM.

- Disclosure upon request to officials of another school in which a student seeks or intends to enroll.
- Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records requested through court order or subpoena.

At its discretion, FIDM may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at FIDM includes the following: student’s name, address, Institute email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), degrees, honors and awards received. Students may request that such directory information not be released by notifying the Vice President of Education in writing. In an emergency, FIDM may need to disclose directory information on students that provide general contact information. However, more specific information may be disclosed in a health or safety emergency where additional student information should be disclosed to appropriate parties.

A complete copy of the policy is available upon request from the administrative office.