

Notification of Rights under FERPA – Cranbrook Academy of Art 2016-2017

The Family Educational Rights and Privacy Act (FERPA) affords 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 Cranbrook Academy of Art 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 university 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 Cranbrook Academy of Art 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 Cranbrook Academy of Art who performs an institutional service of 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. 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 Cranbrook Academy of Art. The University may disclose education records in certain other circumstances:
 - To comply with a judicial order or a lawfully issued subpoena;
 - To appropriate parties in a health or safety emergency;
 - To officials of another school, upon request, in which a student seeks or intends to enroll;
 - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
 - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
 - To accrediting organizations to carry out their functions;
 - To organizations conducting certain studies for or on behalf of the University;
 - To comply with a judicial order or lawfully issued subpoena;
 - The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that crime;
 - To the general public, the final results of a disciplinary proceeding, 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.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cranbrook Academy of Art 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

DIRECTORY INFORMATION

Directory information is information which would generally not be considered harmful if disclosed. At the Academy, Directory Information includes the following:

- **Name;**
- **Email address;**
- **Telephone number;**
- **City and state of residence;**
- **Date and country of birth;**
- **Previous institutions attended;**
- **Department of study;**
- **Academic terms of attendance;**
- **Degree earned at Cranbrook;**
- **Awards earned;**
- **Photographic or videotaped images of students.**

This information may be provided to other students for contact purposes, published in graduation or award ceremony programs, or provided as education verification for prospective employment, education or research. Cranbrook does not release personally identifiable information to outside commercial sources.

Students may withhold disclosure of personally identifiable, directory-type information under the Family Educational Rights and Privacy Act (FERPA). *To withhold disclosure*, written notification must be provided to Leslie Tobakos, Registrar, Financial Aid & Admissions Manager, Cranbrook Academy of Art, P.O. Box 801, Bloomfield Hills, MI 48303-0801. The Academy assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.