

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)**

In accordance with the Family Educational Rights and Privacy Act (Sec. 513 of P.L. 93-380, Educational Amendments of 1974, which amends the General Education Provisions Act, Sec. 438) Livingstone College students are hereby informed of their right of access to their official records as described in the Act. Specifically, the statute governs (1) access to records maintained by Livingstone College, and (3) the release of such records. In brief, the statute provides: that Livingstone will provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate; that Livingstone will obtain the written consent of students before releasing personally identifiable data from records to others in a specified list of exceptions as listed in the Act. Copies of the Act are available in the Office of the Registrar.

Students wishing to review any of the records covered by the Act should consult the custodian of the said records; the student will gain access to the records, where appropriate, usually within a 15-day period – but not to exceed 45 days. A student may appoint a physician recognized by the State of North Carolina to inspect his health records as it relates to psychiatric or medical treatments.

A student has the right to challenge the contents of his/her official records for inaccuracies. If a student challenges the irrelevancy of information pertaining to the educational process in his/her record, he/she may request deletion of the material. When a student makes such a request, the appropriate official of the College will convene a committee for a hearing. Appeals from the decision of such a committee may be made to the President of the College.

A student can obtain copies of any information in his official file. Copies\* of the materials contained in the record will be provided, if requested.

The Act further provides that certain information designated as “*directory information*” may be released by the College about the student unless the student has informed the College that such information may not be released. Livingstone College considers the following to be directory information: *the student’s name, address (campus, local, and/or permanent), date and place of birth, telephone listing, major field of student, weight and height of members of athletic teams and information required by athletic associations in which the College holds membership, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.* Any objections to release of directory information should be filed in the Office of the Registrar. Until such notices are filed, this information will be released routinely. Information other than that listed above will not be released unless specifically authorized by the student or as permitted by the Act.

If the records to which the student is entitled are not made available within the 45-day period, the student may request a hearing. Appeals will be made to the President of the College who will convene a meeting of the Student Academic Grievance Committee.

*\*There may be a fee associated with the copying of information.*