

FERPA

Family Educational Rights and Privacy Act

FERPA was designed to protect the privacy of student education records. Only CBD College officials with legitimate educational interest (COO, DOE educational coordinator, admissions officer, financial aid officer, instructors and/or administrative assistant) have access to student records without student consent.

CBD College doesn't release directory information to outside parties.

Students have the right to inspect and review educational records within 45 days of request. In order to review educational records the records officer should be contacted and an appointment should be made.

Students have the right to amend records they believe is inaccurate or misleading. In order to amend records, a student must submit a request to the COO in writing explaining the changes the student would like to make along with supporting documentation.

Students have the right to consent to or withhold disclosure of personally identifiable information

A school may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

At CBD College, parents of dependent students (as defined by the IRS) are not allowed access to student education records without student consent.

CBD College maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from student.

Students have the right to file a complaint with the U.S. Department of Education.

FERPA Contact Information:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W., Washington, DC 20202-8520
Phone - 1-800-USA-LEARN (1-800-872-5327)