



# St. John's College Policies and Procedures

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<b>SYSTEM: HSHS</b>	<b>MANUAL(S): HSHS St. John's College Policies</b>
<b>TITLE: Family Educational Rights and Privacy Act (FERPA) Policy</b>	<b>ORIGINATING DEPARTMENT: St. John's College</b>
<b>EFFECTIVE DATE: 06/01/2025</b>	<b>REVISION DATE(S):</b>
<b>SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.</b>	

## **Purpose:**

The purpose of this policy is to outline the College of Nursing's adherence to the Family Educational Rights and Privacy Act (FERPA), a federal law designed to protect the privacy of student education records, define student rights, and specify conditions under which information may be disclosed.

## **Policy:**

### **1. Scope**

- This policy applies to all College of Nursing faculty, staff, administrators, clinical educators, and students.
- It covers all education records maintained by the College in any format, including but not limited to paper, digital, and video/audio recordings.

### **2. Definitions**

- Education Records: Records directly related to a student and maintained by the institution or an agent of the institution.
- Directory Information: Information not generally considered harmful or an invasion of privacy if disclosed, as defined in Section VI.
- School Official: A person employed by the university in an administrative, supervisory, academic, research, or support staff position, including clinical faculty and contractors with legitimate educational interests.
- Legitimate Educational Interest: When a school official needs access to a record to fulfill their professional responsibility.

### **3. Student Rights Under FERPA**

- Students have the right to:
  - Inspect and review their education records within 45 days of submitting a written request.
  - Request amendment of records they believe are inaccurate, misleading, or otherwise in violation of their privacy rights.
  - Consent to disclosures of personally identifiable information, except where FERPA authorizes disclosure without consent.
  - File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA.



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## 4. Disclosure of Records Without Student Consent

- a. The College may disclose records without prior consent under certain conditions, including:
  - i. To university officials with legitimate educational interests.
  - ii. To accrediting agencies.
  - iii. To authorized representatives of federal, state, or local educational authorities.
  - iv. In connection with a student's application for or receipt of financial aid.
  - v. To comply with a judicial order or lawfully issued subpoena.
  - vi. In the case of a health or safety emergency.
  - vii. To officials at another institution where the student seeks or intends to enroll.
  - viii. To appropriate parties in connection with a disciplinary proceeding.

## 5. Directory Information

- a. The College of Nursing designates the following as directory information:
  - i. Student's full name
  - ii. University email address
  - iii. Major field of study
  - iv. Dates of attendance
  - v. Enrollment status (e.g., full-time or part-time)
  - vi. Degrees, honors, and awards received
  - vii. Participation in officially recognized activities
- b. Students may opt out of directory information disclosures by submitting a written request to the Registrar's Office.

## 6. Clinical and Simulation Settings

- a. Due to the nature of nursing education, student records may include clinical evaluations, competency assessments, and simulation recordings.
  - i. These are protected as education records under FERPA.
- b. The College may share limited academic and immunization information with affiliated clinical sites, only as necessary for placement and supervision, under legitimate educational interest.

## 7. Training and Compliance

- a. All College of Nursing personnel with access to student education records are required to complete annual FERPA training.
- b. Supervisors are responsible for ensuring compliance within their departments.

## 8. Complaints and Inquiries

- a. For questions regarding this policy or to file a complaint, students may contact:

### Office of Student Services

St. John's College of Nursing

[SJS-COLLG-StudentAffairs@hshs.org](mailto:SJS-COLLG-StudentAffairs@hshs.org)

217-814-5170

- b. Complaints may also be submitted to:

### Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520