



REGISTRAR'S OFFICE

Annual FERPA Notice

To: Alma College Campus Community
From: Mariah Orzolek, Registrar
Re: Annual Family Educational Rights and Privacy Act (FERPA) Campus Notification

Notice To All Students and Campus Community:

I want to take this opportunity to give you a brief summary of your rights under the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of, and access to, student education records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to provide written consent before Alma College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
2. The College 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 the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, 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 the College.
3. FERPA allows for the release of "Directory Information" without the prior consent of the student.
 - a. In accordance with the provisions of FERPA, Alma College may provide

Directory Information – Newly Revised for 2026

Typical use of this information includes but is not limited to media releases, publications, event programs and lists for on-campus office use.

Directory information includes:

- Student's name;
- Student's local address (if listed);
- Student's local phone number (if listed);
- Alma e-mail address;
- Student's permanent address (if listed);
- Student's permanent telephone number (if listed);
- Current enrollment status or dates of attendance;
- Program level (undergraduate, graduate, professional);
- Class (freshman, sophomore, junior, senior, etc.);
- Major field of study;
- Current term candidacy for degree and/or teacher certification;
- Information pertaining to awards and honors achievements;
- Degree(s) earned from Alma College and effective date(s);
- Photograph (directory purposes and class rosters);
- Participation in officially recognized college activities and sports, including weight and height of athletic team members;
- The most recent educational agency or institution attended;

Note: Social security numbers and student identification numbers are not considered directory information and will not be released except as required or permitted by the Act.

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College 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 College decides not to amend the record as requested, the College 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. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Further information about Alma College's student records privacy policy can be found within our academic catalog and online at: <https://www.alma.edu/college-policies-and-disclosures/>.

Any questions about this policy should be referred to the Registrar's Office (Lower-Level Hamilton Commons) or through email at registrar@alma.edu or by calling 989-463-7348.