

Northeastern Oklahoma A&M College Federal Educational Rights and Privacy Act (FERPA) Policy

The Federal Education Rights and Privacy Act of 1974 (the Buckley Amendment) affords current students certain rights with respect to their education records. These rights include:

- The right to inspect and review education records maintained by Northeastern Oklahoma A&M College. Schools are not required to provide copies of records unless it is impossible for students to review the records in person. School may charge a fee for copies.
- The right to request corrections to records they believe to be inaccurate or misleading. If NEO chooses not to correct the record the student can request a formal hearing. If the record is still not changed, the student has the right to place a statement of record about the contested information.
- Northeastern Oklahoma A&M College must have written permission from the student to release any information from a student's education record not considered to be "directory" information with the exception of release to:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Any such complaint would be submitted to Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

The following is considered "directory" information by Northeastern Oklahoma A&M College and may be disclosed, without consent:

- Name of student
- Local address and zip code
- Local telephone number
- Email address
- Major field of study
- Educational level (freshman or sophomore)
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degree awarded
- Honors and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Personal statistics for members of athletic teams (height and weight)

- Photographs

Students may request that the school not disclose directory information. This request must be submitted in writing to the Admissions/Registrar's Office by completing the form located at: www.neo.edu/admissions/FERPA/Denialforreleaseofdirectoryinformation. A copy of the signed form can be returned via email to neoadmission@neo.edu or faxed to 918-542-9759.

Release of records to any third party including a parent or spouse requires a written release including specific records to be released that is signed by the student. The completed, signed release must be on record in the Admissions/Registrar's Office before any information is released to the third party.

Pursuant to 34 CFR § 99.36 Northeastern Oklahoma A&M College may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The Solomon Amendment to FERPA requires Northeastern Oklahoma A&M College provide directory-type information on students at least 17 years of age who are registered for at least one credit, upon request from representatives of the Department of Defense, for military recruiting purposes.