

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the New England College of Optometry receives a request for access. A student should submit to the Registrar, Dean, Head of the Academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask New England College of Optometry to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If New England College of Optometry decides not to amend the record as requested, New England College of Optometry 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.
3. The right to provide written consent before New England College of Optometry discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

New England College of Optometry 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 typically includes a person employed by New England College of Optometry in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside New England College of Optometry who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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 New England

College of Optometry. Upon request, New England College of Optometry also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the New England College of Optometry to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

The following information is considered directory information and may be released on request without the student's specific written consent: student name while in attendance, dates of attendance, program and year in which student is enrolled, course load, the College's degrees received. Student lab schedules are also considered part of directory information; however, this information is kept within NECO and will never be released to a third party outside of NECO. Lab schedules are only made public to fellow classmates within the student's own cohort. Students may opt-out of this by filling out the "Directory Information Opt-Out Form" located on the portal.

Student Records Access

The individuals at the College who have access to the student records, other than the Registrar's Office employees, are the President, the Vice President/Dean of Academic Affairs, the Dean of Academic Resources and Administration, the Chair and Members of the Student Affairs Committee, the Director of Clinical Education, the Director of the Accelerated OD, the Director of the Advanced Standing International and the Director/Committee of the Master of Science Programs (if the student is in that program), and College-authorized auditors. Other College administrators with legitimate educational interests are allowed access to student records as mandated by the Family Educational Rights and Privacy Act.

FERPA Consent to Disclose

Students have the option to grant a parent, guardian, or other third-party permission to parts of their student record. The student must submit the FERPA Waiver/Release to the Registrar's Office.