

Family Educational Rights and Privacy Act

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 inspect and review the student's education records within 45 days of the day the College receives a request for access.* Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar 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 registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. *The right to request amendment of the student's education records that the student believes are inaccurate or misleading.* Students may ask the College for a hearing to amend a record they believe is inaccurate or misleading. They should write to the dean of studies and student life (or other College official responsible for the record), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The Hearing Panel will consist of the dean of the college and/or the dean of studies and student life and the relevant faculty members.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (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 the Committee on Student Work, or assisting another school official. A school official has a legitimate educational interest if the official needs to review an education record to fulfill a professional responsibility for the College.

Upon request, the College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. This disclosure may include updated or corrected information.

4. *The right to file a complaint with the US Department of Education concerning alleged failures by Sarah Lawrence College to comply with the requirements of FERPA.* Complaints should be addressed to the Family Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

At its discretion, the College will release directory information, as allowed by FERPA, without prior consent unless the student specifically asks that prior consent be obtained. Directory information will include only a student's name, address, telephone number, class, enrollment status, participation in officially recognized activities and sports, and degrees received. This information is intended only for use within the College community with the following exceptions: (1) a student's name may be used in connection with announcements or reports of College activities or sports, and (2) the verification of a student's enrollment may be released without prior consent in response to legitimate inquiries from outside the College community. Otherwise, it is longstanding College policy not to release any information about a student except in safety or health emergencies; in

compliance with a lawfully issued subpoena or judicial order; as required by other applicable state or federal regulations; or as otherwise allowed under FERPA. Students may withhold directory information by notifying the registrar in writing by the end of the first week of classes for the fall term. Requests for non-disclosure will be honored for only one year and must be filed annually.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

Filming on Campus

Any student wishing to film on campus must submit a Location Request to Film Form to Operations and Facilities at least four days in advance of the shoot day. If the location is inside a building, other permissions may be required. If filming takes place in a residence hall, permission must be secured from the director of residence life. If the location is the common area/hallway of a residential building, then the signatures of all the residents of that building will be required. If the location is in a specific student room, then signatures of students in all of the adjacent rooms, including above and below, will be required. Required permissions for all other buildings will be identified by Operations and Facilities depending on the specific request. If the location is outdoors or in a common space not addressed above it must be approved by the Committee on Undergraduate Student Life. (See page 31 for more information on the Committee on Undergraduate Student Life.) It is recommended that filmmakers meet with Operations and Facilities in advance of submitting a Location Request to Film Form.

Because of the potential for problems due to the mixture of community tenants and students living in Hill House, filming is not permitted in Hill House.

Fire Safety Procedures and Regulations

The College campus is a unique community. We live in close quarters, sharing various spaces. Our living environment affects many of the choices we make about living habits as well as the impact of those choices on the community members around us. Nowhere is the shared responsibility for a safe and healthy community more important than in the area of fire safety and prevention.

To this end, the College's Fire Procedures and Safety Regulations stem from the belief that each member of the community must work to ensure the fire safety of all. Each member of the community is responsible for knowing and following the procedures and safety regulations set forth in this policy. Violations of the policy will result in disciplinary action.

What to Do in Case of a Fire

If you discover or suspect a fire, pull the building fire alarm if it is on your way out of the building. As you leave, warn other occupants by knocking on doors and shouting a warning on your way out. Evacuate the building and notify emergency personnel from a safe location. Call 911 first, then (914) 395-2222. Give as much information as possible: the name of the building, the location of the fire, your name, and a call-back number. You should stay on the phone until the dispatcher hangs up. Do not assume someone else has called.