

# Release of Information

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Federal law and Cincinnati State's own policies impose certain limitations on the information that may be released without a student's consent.

Cincinnati State, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, has designated the following information regarding its students as directory (public) information that may be released without the written consent of the student:

- Name
- Program
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Dates of attendance
- Degrees and awards received (including dates of graduation and major)
- Most recent previous educational agency or institution attended
- Enrollment status (part-time or full-time), including date(s) of change(s) in status if specifically requested.

All other information is confidential and will be released to individuals or agencies outside of the College only with written consent from the student; as otherwise required by law; or to Cincinnati State's academic partners as described below.

Students have the right to withhold directory information from the public if they desire. Each student who wants all directory information withheld is required to inform the Office of the Registrar in writing. At least five days should be allowed for processing such requests.

Upon receipt of a written request to withhold directory information, the Office of the Registrar will place a hold on the student's record alerting staff in the Office of the Registrar the student has requested that no information be provided. No information will be released, regardless of any authorizations the student has completed either before or after notification has been submitted to the Office of the Registrar.

Cincinnati State has established formal academic partnerships with several four-year colleges and universities to facilitate transfer of Cincinnati State graduates to baccalaureate programs. Directory information plus addresses, telephone numbers, and e-mail addresses of Cincinnati State students, with 80+ credit hours earned and 2.00 minimum grade point average, will be provided periodically to Cincinnati State's academic partners.

Cincinnati State receives many inquiries for directory information from various sources, including prospective employers, insurance companies, loan agencies, other institutions of higher education, government agencies, and news media. All students are advised to carefully consider the consequences of a decision to withhold directory information. If a student requests to have directory information withheld, the student is required to provide written consent to the Office of the Registrar for any and all information to be released. Students requesting that directory information be withheld are not able to register through the web registration service.

Photographs and/or films of students for informational, promotional and recruitment purposes are taken throughout the school year. Students who do not wish to be included in these visuals must inform the Vice President, Marketing and Communications prior to such events, and should make their wishes known if they are in the vicinity of such activity.

## Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include:

1. The right to inspect and review the student's educational records within 45 days of the date that Cincinnati State receives a request for access. Students should submit to the registrar, dean, program chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College 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 College 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 ask the College to amend a record that a student believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he or she believes should be changed, and specify why it is inaccurate or misleading.
  - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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 consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to schools 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)
  - 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 disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cincinnati State 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 20202-4605.

For more information, please visit the College website at [www.cincinnati.state.edu](http://www.cincinnati.state.edu) or contact the Office of the Registrar, phone (513) 569-1522 or email [registraroffice@cincinnati.state.edu](mailto:registraroffice@cincinnati.state.edu).

## **Health Insurance Portability & Accountability Act of 1996 (HIPAA)**

Students may be required to provide medical or psychological records to Cincinnati State in order to document and receive certain specialized services. These records are confidential and protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) until they are provided to Cincinnati State. At that point they become education records and come under the protection of the Family Educational Rights and Privacy Act of 1974 (FERPA). Both these acts have strict rules to protect personal confidential information. Questions regarding privacy and confidentiality issues should be addressed to the Office of the Registrar, phone (513) 569-1522 or email [registraroffice@cincinnati.state.edu](mailto:registraroffice@cincinnati.state.edu).

## **Solomon Amendment**

In compliance with the Solomon Amendment which became effective on April 1, 1997, Cincinnati State must supply the following information (if captured) to representatives of any branch of Federal Armed Forces for the purpose of federal recruiting:

- Student name
- Address
- Telephone number
- Major
- Date and place of birth
- Level of education
- Degree(s) received
- Prior military experience
- Most recent previous educational institution enrolled

Cincinnati State will only release this information without the student's written prior consent if it is required to do so in compliance with the Solomon Amendment, and upon the written request of an official representative of the federal Armed Forces. Please review the above section for information pertaining to the release of directory information.