

class times, so the schedule is updated regularly. All tutoring services are offered free of charge.

Academic Advising

Advisors work proactively to support students relative to understanding degree requirements, career planning, transfer options, class scheduling, and overcoming barriers to success. Advisors will assist in connecting students with resources before, during, and after times of academic or personal need and will be available to help students critically plan their academic journey. Services are designed to help students develop lifelong learning skills and empower students to take full advantage of their educational experience.

Students interested in more information or who need assistance connecting with their Academic Advisors can contact their home campus at: St. Martin (513) 875-3344 or Over-the-Rhine (513) 921-9856.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 (as amended), called FERPA, enumerates the rights of students and parents to access most records held by educational institutions. The law further stipulates parents or eligible students are informed of the types of records held and the officials responsible for such records.

Student records maintained at the College and officials who administer them are as follows:

Admissions – *Enrollment Advisors and the Director of Admissions and Marketing*

Academic – *Academic Advisors, the Registrar, the CCP Coordinator and Advisors, the Associate Deans/Site Directors, and the Academic Dean*

Financial Aid – *Financial Aid Counselors, Business Office staff, and the Vice President/Chief Operations Officer*

Upon producing proper identification, Chatfield students have the right to view, inspect, and challenge the accuracy of their official records. The law further gives students the right to attach written explanations to their records.

Student Privacy and the Family Educational Rights and Privacy Act (FERPA)⁶

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

⁶ Copied from <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - 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;
 - Judiciary officials in order to comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, a Student Handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service (<https://www2.ed.gov/about/contacts/gen/index.html>).

Or you may contact the FPCO at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Right of Privacy

The student is entitled to the same safeguards of his or her rights and freedoms of citizenship as are afforded his or her peers outside the academic community. This includes, but is not limited to, the following:

1. Private communication on a one-to-one basis with faculty, administrators, counselors, and other institutional representatives.⁷
2. Respect for his/her person, including freedom from unreasonable and unauthorized searches of his/her property/person.
3. Confidentiality of his/her academic and disciplinary records.
4. Legitimate evaluations made from his/her records.

Freedom of Expression and Assembly

At Chatfield, students enjoy the essential freedoms of scholarship, inquiry and expression. Constitutional rights of free speech, a free press, freedom of association and the right to peacefully assemble are not only taught but are promoted here. Students are free to express their personal views and advocate for causes that pertain to either the College and our policies and practices, or on issues affecting the larger community and the world.

⁷ The College reserves the right to inspect and examine any College owned or operated communications system, computing resource, and/or files or information contained therein at any time for any purpose. Communications generated or received by students, faculty, and staff via these media or services are College property.