

09/27/2017

Dear Institute of Culinary Education Career Students,

In compliance with federal and state educational mandates, please see the following information on FERPA, Federal Rights and Privacy Act.

All questions related to this correspondence can be directed to the Office of Student Affairs, studentaffairs@ice.edu <<mailto:studentaffairs@ice.edu>>

Sincerely,

Office of Student Affairs

Cara Tannenbaum, *Dean of Students*

Margot Olshan, *Assistant Dean of Students*



**Institute of
Culinary Education**

EST. 1975

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

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 ICE 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 ICE 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 ICE 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask ICE to amend a record should write the ICE official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If ICE decides not to amend the record as requested, ICE 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 ICE discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. ICE 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 a person employed

by ICE in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom ICE has contracted as its agent to provide a service instead of using University employees or officials (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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for ICE.

Upon request, ICE 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 ICE 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 20202-5901