

## DIVERSIFIED LANGUAGE INSTITUTE

- 1670 Wilshire Blvd., Los Angeles, CA 90017
- 3525 Lomita Blvd., St. 102, Torrance, CA 90505

Diversified Language Institute policies and practices are in full compliance with state laws and the Federal Family and Educational Rights and Privacy Act (FERPA).

Upon request, the institution will grant students who are or have been in attendance access to their educational record, except those excluded by law, and will provide an opportunity for a hearing to challenge such records.

The institution will not release information about a student from records, except directory information, to people other than a specified list of exceptions without obtaining the written consent of the student.

A full statement of the Family Educational Rights and Privacy Act and information explaining how students may exercise the rights accorded them by this policy are available from the Education and Records Office.

If a student has a complaint about the institution's compliance with state or federal laws concerning student records, the student is encouraged to register that complaint with a school official. While most concerns can and will be addressed promptly by the institution, students may file complaints with the U.S. Department of Education concerning alleged failures by the Institution that any and all information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed at the Education and Records Office.

Diversified Language Institute has identified the following directory information

- Student's name, local and home address, phone listings and e-mail address.
- Major field of study.
- Dates of Attendance

Students should report any change of name, address or marital status to the Education and Records Office so institutional records can be updated.