

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University 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 University 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 is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why they believe it to be inaccurate.

If the University decides not to amend the record as requested by the student, the University 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 provide written consent before the university discloses personally identifiable information from 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 school officials with legitimate educational interests. A school official is a person employed by the University 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 the University 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 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 responsibility.

Upon request, the University 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 Truman State University 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

### Directory Information Policy

At its discretion Ottawa University may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Ottawa University designates the following items as Directory Information:

- Category I: Name, address, telephone numbers, and email addresses of student and parent, dates of attendance, classification, course schedule, class lists, and photographs.
- Category II: Previous institution (s) attended, major field of study, awards, honors, degrees and dates of degrees conferred.
- Category III: Past and present participation in officially recognized athletics and activities, physical factors (height and weight of athletes), date and place of birth.

The University may disclose any of those items without prior written consent unless notified in writing by the student prior to the request for disclosure. Students may withhold directory information by contacting the Registrar and placing a directory restriction on their records.

*Ottawa University's FERPA policy is available for review at [https://myottawa.ottawa.edu/ics/Resources/Student\\_Consumer\\_Information](https://myottawa.ottawa.edu/ics/Resources/Student_Consumer_Information). Questions concerning this law and the University's procedures regarding release of academic information may be directed to the Registrar's Office at (800) 755-5200.*

Please contact the Registrar's office at [registrar@ottawa.edu](mailto:registrar@ottawa.edu) or 800-755-5200 with questions