FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords students certain rights with respect to their educational records. 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 written request for access.

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.

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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. Complaints should be filed with:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901
   1-800-872-5327

The university 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 has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibilities. A school official is defined as:

A person employed by the college 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 as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, collection agency, National Student Clearinghouse).

A member of the Board of Trustees.

A student serving on an official committee or assisting another school official in performing his or her tasks.

Items defined by the university as “directory information” may be released without a student’s written consent unless the student has provided written notification to the university that such information should be withheld. The following are categories considered as directory information by the university:

**Category I:** Name, address, telephone numbers, and e-mail 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.

Students who wish to prevent disclosure of directory information should contact the registrar’s office at their campus. The university will honor a request to withhold any of the categories listed above but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability for honoring a student’s request that such information be withheld.