

Family Educational Rights and Privacy Act (FERPA)

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 the University receives a request for access.
2. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the student believes is inaccurate.
4. Students may ask the University to amend a record that the student believes to be inaccurate. The student should write the Registrar, clearly identify the part of the record that is requested to be changed, and specify why it is inaccurate.
5. 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 an appeal regarding the request for amendment. Additional information regarding the appeal procedures will be provided to the student when notified of the right to an appeal.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. 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; 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 Governors; 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.
8. 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. 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

1. The University designates the following as public or "Directory Information": The student's name, addresses, telephone numbers, university, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, participation in officially recognized activities, and other similar information.

2. Students may restrict the release of "Directory Information" except to school officials with legitimate educational interests and others as indicated in #3 above. To do so, a student must make the request in writing to the Registrar. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

For purposes of compliance with FERPA, the University considers all students independent.