

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) guarantees students certain rights with respect to their education records. An education record is any record which

- (1) Contains information directly related to a student; and
- (2) Is maintained by an educational agency or institution or by a party acting for the agency or institution

Exceptions include sole possession records of faculty or counselors, records created by law enforcement personnel, employment records not contingent upon attendance, medical records, and records which contain only information about an individual after he or she is no longer a student at the institution.

The student rights with respect to educational records are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
  - A. Procedure: The student should submit to the Office of Academic Affairs a written request that identifies the record(s) they wish to inspect. The office 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 Office of Academic Affairs, it will advise the student of the correct office to whom the request should be addressed.
  - B. Exceptions: The school does not have to grant a student access to education records that are:
    - Confidential letters and statements of recommendation, if the student has waived his or her right to inspect those letters and statements
    - Financial records of his or her parents
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should contact the Office of Academic Affairs (or other office responsible for maintaining the record in question) and clearly identify the part of the record he or she wants changed, and specify why the record is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school 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. After the hearing, if the school's decision is still not to amend, the student has the right to insert a statement of correction into the record.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records. Exceptions where FERPA authorizes disclosure without consent include, but are not limited to:
  - A. To school officials with legitimate educational interests. A school official is
    - a person employed by the school in an administrative, supervisory, faculty or support staff position (including security personnel);
    - a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent);
    - a person serving on the Board of Trustees;
    - 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.
  - B. To schools in which a student seeks or intends to enroll
  - C. To Federal, State or local authorities involving an audit or evaluation of compliance with education programs
  - D. In connection with Financial Aid
  - E. To parents of a dependent student
  - F. Directory Information, unless the student has directed the school not to disclose such information.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605