

Annual FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. A 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.
- The right to request an amendment of your education record if the student believes it is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student seeking an amendment to their educational record should write the University official responsible for the record in question. The written request must identify the portion for which they are seeking an amendment clearly specifying why the record should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's 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.
- 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. The College may disclose information to College officials with a legitimate educational interest under FERPA without the student's prior written consent. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel); a person serving on the Board of Trustees; or a student serving on an official committee, such as an appeals or grievance committee, or assisting another school official in performing his or her tasks.

There is an exception to the non-disclosure of private, confidential information from a student's educational record referred to as directory information. Directory information is defined as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. A student may opt out of disclosure of directory information by contacting the student records office located on campus. The College considers the following to be directory information:

1. Name
2. Addresses
3. Phone numbers
4. E-mail addresses

5. Campus
6. Major field of study
7. Dates of attendance
8. Degrees and awards
9. Previous schools attended
10. Date and place of birth
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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