

Family Education Rights and Privacy Act (FERPA)

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

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

A learner should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the learner wishes to inspect. The University official will make arrangements for access and notify the learner 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 learner of the correct official to whom the request should be addressed.

2. The right to request the amendment of the learner's education records that the learner believes are inaccurate, misleading, or otherwise in violation of the learner's privacy rights under FERPA.

A learner who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the learner wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the learner in writing of the decision and the learner's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the learner when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the learner's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a learner's prior written consent under the FERPA exception for 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 as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board Director; or a learner 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 responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a learner seeks or intends to enroll.

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. 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