

# Stanbridge University

## Notification of Rights Under FERPA

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords the student certain rights with respect to his/her education records. They are:

1. **The RIGHT TO INSPECT and REVIEW the student's education records within 45 days of the date the Registrar receives a written request for access.**

#### **Procedure**

- a. The student shall submit written requests to the Registrar identifying the record(s) they wish to inspect.
- b. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- c. The student shall present photo identification before inspecting the records.
- d. If the Registrar does not maintain the records, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. **The RIGHT TO REQUEST AN AMENDMENT of the student's education records that the student believes are inaccurate or misleading**, but not to seek to overturn administration decisions and/or assessments. The Registrar shall review students' challenges and when appropriate amend students' records accordingly. Students will be notified within 15 days of the Registrar's actions and based on the action may request a appeal.

#### **Procedure**

- a. Student must submit request for amendment in writing to the Registrar identifying the specific portion of their record they want changed and why they believe it is inaccurate or in violation of his/her privacy. The Registrar will respond to the request within 15 days.
- b. If the University denies the request to change the record, the Registrar will notify the student of the decision and advise them of their right to challenge the information.
- c. A request for an appeal must be made in writing by the student and submitted to the Registrar's Office.
- d. The University will prepare a written decision based on evidence presented for the appeal and will include a summary of evidence presented and the rationale for the decision.
- e. If the University decides that the challenged information is not misleading, inaccurate, or in violation of the student's privacy rights, it will notify the student of their right to place in the record a statement commenting on the challenged information or a statement of reasons for disagreeing with the decision.
- f. The statement will be maintained as a part of the student's record as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.

3. **The RIGHT TO CONSENT TO DISCLOSURE of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.**

- A. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interest, including but not limited to:
  - a) A person employed by the University in an administrative, supervisory, academic, research, or support staff position;
  - b) A person employed by or under contract to the University to perform a task; and
  - c) A person serving on an institutional governing body or committee.
  - d) A school official has legitimate education interest if they are:
    - Performing a task specified in their job description/contract.
    - Performing a task related to a student's education.
    - Providing a service or benefit relating to the student or student's family.

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- Representing a school in which a student seeks to enroll; and then only after notification has been attempted to the student.
- Federal and State authorities auditing compliance of Federal or State-Support programs.
- Disclosing information in connection with financial aid; to determine financial aid eligibility; amount of aid, conditions for the aid, or to enforce the terms of conditions of the aid.
- State and local officials complying with laws in effect prior to 1974 requiring disclosure.
- Performing studies on behalf of educational institutions.
- Accrediting organizations carrying out their function.
- Complying with a judicial order or lawfully issued subpoena; provided notification to the student is made before complying with the subpoena.
- Performing responsibilities as committee members.

B. Another exception permitting disclosure without consent is directory (or public) information. The following information is identified by the University as directory information:

- Student name
- Home address
- Email address
- Home Telephone number
- Year of birth
- Dates of attendance at the University
- Dates of admission to the University
- University programs of study
- University degree completion dates and type of degrees earned
- Current enrollment status (full-time, part-time, withdrawn)
- Recent previous institutions attended and degree(s) earned
- Photographs
- Honors and awards received
- Participation in officially recognized activities

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University shall retain a record of disclosure of all student information disclosed to a third party.

### **FERPA Hold and FERPA Release Procedures**

The student can take any of the following steps by meeting with the Registrar and completing the necessary FERPA Hold/Release Form(s):

- To place a hold (or remove) on a student's directory and non-directory information, including education records; and/or
- To place a specific (identified individuals) or general (available to public) release of student directory and non-directory information.

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, D.C. 20202-5920

