FERPA

Family Education Rights and Privacy Act

In accordance with the provisions of the Family Education Rights and Privacy Act Salve Regina University has adopted the procedures below to protect the privacy rights of its students.

FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution. These rights include:

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day the University receives your request for access. You should submit any such request to the Office of the Registrar in writing, identifying the records you wish to inspect. The Office of the Registrar will make arrangements for access and notify you of the time and place where the records may be inspected.

2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Office of the Registrar in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The Office of the Registrar will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Salve Regina 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 20202-4605

4. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent FERPA authorizes disclosure without consent. One such exception permits Salve Regina University to disclose personally identifiable information in education records to "school officials" with "legitimate educational interests." A "school official" is any person employed by Salve Regina University in any administrative, supervisor, academic or research, or support staff position; any person or company with whom Salve Regina University has contracted (such as an attorney, auditor, or collection agent); any person serving on Salve

Regina University's Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill the official's professional responsibility.

Another exception permits Salve Regina University to disclose your "directory information" to anyone within the Salve Regina University community and to the general public. Salve Regina University has designated the following as directory information: name, address, e-mail address, telephone listing, photograph, date and place of birth, grade level, enrollment status, dates of attendance, major field of study, degrees, honors and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, and the most recent educational agency or institution attended. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information, signed by the student, which complies with the requirements of FERPA, unless the disclosure of information is authorized by FERPA.

Students may request that directory information not be released to any person without their prior written consent by completing a Request to Prevent Disclosure of Directory Information form, available in the Office of the Registrar.

For more information, visit http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.