



FERPA: Student Education Records – Annual Notice 2015-16 Academic Year

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students certain rights with respect to their education records. In essence they are:

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

All students who are or have been in attendance at Salve Regina University shall have the right to inspect and review their education records, subject to the limitations provided under applicable regulations of FERPA. Students should submit to the Registrar, Provost, Dean of Students, Dean of Arts and Sciences or Professional Studies, Academic Department Chair or other appropriate official, written requests that identify the records they wish to inspect. The 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 is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to **request the amendment** of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University 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.

3. The right to **consent to disclosures of personally identifiable** information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

This right may be exercised by completing the form entitled Request to Prevent Disclosure of Directory Information, available in the Office of the Registrar. Release of directory information and release of confidential information to parents or guardians are separate issues. The student may allow one and deny the other. For example, students may release confidential information to parents and at the same time prevent disclosure of directory information to others. Students may terminate their release of information to parents by providing written notice to the Office of the Registrar or completing the Parental Release Form available on the University website or in the Registrar's Office.

The following exceptions to item 3 apply:

- Disclosure is permitted 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 (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or 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.
- Another exception, which permits disclosure without consent, is disclosure of information normally found in a student directory or other commonly distributed publication. Specifically, "directory information". Directory information includes name, date of birth, home and university addresses, e-mail address, telephone number, major (program), dates of attendance, enrollment status as a full-time or part-time student, class standing, graduation dates, degrees and honors received, most recent previous educational institution attended, and class rosters. A class roster may be released only to students enrolled in that class while it is in session.
- Additional Circumstances
The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and personally identifiable information without your consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Federal and State Authorities may allow access to your education records and personally identifiable information (PII) without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from

the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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 are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920