

Salem International University
Annual Notification of Rights under FERPA
October 1, 2008

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g; the FERPA regulations are found at 34 CFR Part 99.

FERPA affords students certain rights with respect to their education records, including:

- (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.

An eligible student who wants to inspect and review his or her records should submit a written request to the Registrar that identifies the records the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

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

An eligible student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identifying the part of the record the student wants changed, and specifying why it 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.

- (3) 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 University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A **SCHOOL OFFICIAL** is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position; 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 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 responsibilities for the University.*

- (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

Note that the University may disclose defined **DIRECTORY INFORMATION** without prior consent. As required by § 99.37 of the regulations, the University has defined the following information to be directory information: name, local address and phone number, permanent address and phone number, date and place of birth, citizenship status, number of academic hours completed, level of education, academic major, full- or part-time status, academic and nonacademic honors, high school and other educational institutions attended, scholarship information and amount, and dates of attendance; as well as height and weight of members of athletics teams. Directory information may be disclosed on an unlimited basis by University personnel in response to oral or written requests.

For additional information about the University's policies regarding student records, please contact the Office of the Registrar.

Salem International University
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