



### **Rights under the Family Education Rights and Privacy Act (FERPA)**

You have the following rights under the Family Education Rights and Privacy Act (FERPA):

1. The right to inspect and review the student's education record within 45 days of the day the institution receives a request for access. Students should submit to the Campus Director written requests that identify the record(s) they wish to inspect. The Director will make arrangements for access and notify the student the time and place where the records may be inspected. If the records are not maintained by the campus to which the request was submitted, the Director 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 educational records that the student believes to be inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of the 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 educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits a disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or resource or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official is asked to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the institution to comply the requirements of FERPA. The name and address of the office is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605