

# Notification of Student Rights under FERPA

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's records within 45 days of the day that the institute receives the request for access.
  - a. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the student believes is inaccurate or misleading.
  - a. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. 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 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
  - c. The process of amending the academic record only pertains to information that has been recorded inaccurately or incorrectly. *It is not a process to appeal grades, disciplinary decisions, or other university decisions with which the student disagrees but which have been recorded accurately.* Normal review and appeal channels must be used where the dispute is with the decision itself and not with the accuracy with which the decision or information has been recorded. Information pertaining to grade and disciplinary appeals may be found in the student handbook.
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.**

An eligible student has 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 may, and from time to time does, disclose education records without a student's prior written consent when authorized by **FERPA**, including to university officials whom the university has determined to have legitimate educational interests. UNA defines "university officials" and "legitimate educational interests" as follows:

**"University officials"**, University employees with general or specific responsibility for promoting the educational objectives of the University or third parties under contract with the University to provide professional, business and similar administrative services related to the University's educational mission.

Individuals whose responsibilities place them within this category include instructors; faculty advisers; admissions counselors; academic advisers; counselors; employment

placement personnel, deans, department chairpersons, directors, and other administrative officials responsible for some part of the academic enterprise or one of the supporting activities as well as:

University Police personnel; health staff; development officers; staff in Alumni Relations; administrative and faculty sponsors of officially recognized clubs, organizations, etc.; members, including students and alumni, of official college (or University) committees; staff personnel employed to assist University officials in discharging professional responsibilities; and persons or entities under contract to the University to provide a specific task or service related to the University's educational mission.

“Legitimate educational interests” include performing a task or engaging in an activity related to (i) one’s regular duties or professional responsibilities, (ii) a student’s education, (iii) the discipline of a student, (iv) a service to or benefit for a student, (v) measures to support student success, and (vi) the safety and security of the campus.

**4. The right to file a complaint:**

An eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by UNA 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

**5. The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld. The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution unless the student requests the information be withheld:**

- Name
- Permanent and Local Addresses
- Telephone Listing
- Email Addresses
- Degree Program(s)/Major(s)
- Dates of Attendance
- Enrollment Status
- Degree(s)/Honor(s)/Award(s) Received and Date(s)
- High School(s) and Other Colleges and Universities Attended
- Date and Place of Birth
- Participation in Officially Recognized Organizations, Activities and Sports
- Weight/Height of Members of Athletic Teams
- Photographs and Digital Imaging