

The university notifies students annually of their FERPA rights via the Digest, the university notification system. If a student believes that such rights have been violated, he/she may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco.

Do students have a right to see and change their educational records? Upon written request, the university shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records. Educational records covered by FERPA normally will be made available within 45 days of the request. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. The registrar is the official custodian of records at the University.

Is there some way that I can block my information? A currently-enrolled student may restrict access to their directory information, or may remove their information from public directories. Students who wish to restrict the release of directory information should complete a "Non-Disclosure of Directory Information" form, available on the Registrar's website. The completed form can be submitted in person or via your UNA email account to the Registrar's office at registrar@una.edu.

Students who wish to restrict directory information should realize that

committees, etc. will be denied the student's directory information as well.

Requests for confidentiality are permanent until the student requests the restriction be removed. Request should be submitted to the Registrar's email, registrar@una.edu.

What is directory information? Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information may be released without prior consent. UNA defines directory information as the following:

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

Is the University required to release a student's directory information? No. The only required disclosure of education records is to the student. All other disclosures, including those with the student consent and disclosures of directory information are at the discretion of UNA.

Are there any conditions under which student education records may be disclosed without the student's consent? Yes, FERPA does contain some exceptions to the written consent rule. The following exceptions allow disclosure without consent:

To University officials (including third parties under contract) with legitimate educational interests

To comply with a judicial order or lawfully issued subpoena

To appropriate parties in a health or safety emergency in order to protect the student or others

To parents in cases of drug or alcohol violation when the student is under the age of 21

includes attendance in person or remotely by videoconference, satellite, Internet, or other electronic and telecommunications technologies.

When do FERPA rights end? FERPA rights continue to exist after t.

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.

- . 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.

. 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

5. The institution will honor requests to withhold the information

