



## Notification of Rights under the *Family Education Right to Privacy Act (FERPA)*

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

1. The right to examine the student's records: A student may request access to review and inspect his/her educational records. Students should submit to the Registrar or Academic Dean written requests that must identify the record(s) 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 was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Upon receipt of the written request, the University official has 45 days to comply. The University is not required to provide photocopies, but if provided, students will be charged a fee. FERPA does not provide the student with the right to access certain records, including but not limited to financial records of a parent, and confidential letters and statements of recommendation for admission, employment or honorary recognition which the student has waived the right to inspect and review.

2. The right to request the amendment of the student's education records that the student believes is 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. However, FERPA was not intended to provide a process to be used by the student to question substantive judgments that are correctly recorded. The FERPA rights of challenge are not intended to allow a student to contest, for example, a grade in a course because he/she felt a higher grade should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in the student's educational records and the student's right to verify that information.

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 procedure will be provided to the student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure 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. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records be accessed without your consent to include certain types of studies. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibility.

4. The right to file a complaint with the US Department of Education concerning alleged failures by Mount Mary University to comply with the requirements of FERPA. Such complaints should be sent to: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. More information can be found at the U.S. Department of Education's [Family Policy Compliance Office](#).

Directory Information: Under the Family Educational Rights and Privacy Act (FERPA), directory information is public information unless the student files a request for confidentiality in the Office of the Registrar. The information that Mount Mary University considers directory information is as follows: name, address, telephone listing, field of study, weight and height of athletes, most recent previous school attended, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards. Please visit the U.S. Department of Education website for additional information (<http://familypolicy.ed.gov/faq-page?src=fpco>). A student has the right to restrict the release of his/her public directory information by placing a FERPA restriction on that data. Prior to enacting a restriction, a student should carefully consider how the decision may affect him or her in unexpected ways. For example, should a student place a restriction on his/her degree or name, a prospective employer requesting degree confirmation would be denied such information or the student's name would not appear in the commencement brochure. Mount Mary will honor a student's request to restrict the release of directory information but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon a student, Mount Mary assumes no liability for honoring a student's request that directory information be restricted. A student who has ceased attending Mount Mary, and whose directory information was not restricted in his/her last term of attendance, does not have the right to restrict the release of directory information until such time as he/she re-enrolls at Mount Mary.