



Notification of Rights under FERPA
The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review your student education records within 45 days of the day Union Graduate College (“Graduate College”) receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The Graduate College will respond to reasonable requests for explanations and interpretations of the records.

- (2) The right to request an amendment of your student education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. FERPA, however, only allows students to challenge and correct "ministerial errors" in their records, not to bring substantive claims regarding the reasons for a particular notation having been made. Students may ask the Graduate College to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Graduate College decides not to amend the record as requested by the student, the Graduate College 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.

- (3) The right to consent to disclosures of personally identifiable information contained in your student education records, except to the extent that FERPA authorizes disclosure without consent. A few key exceptions are:
 - (a) One exception that permits disclosure without consent is disclosure to Graduate College officials with legitimate educational interests in the information. A Graduate College official is: a person employed by the Graduate College in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the Graduate College has contracted (such as an attorney, auditor, security personnel or collection agent); representatives from the Union Graduate College’s accrediting bodies; a person serving on the Board of Trustees of the Graduate College; or a student serving on an official committee, such as a disciplinary or grievance committee,

or assisting another Graduate College official in performing his or her tasks. A Graduate College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional or job responsibilities.

(b) Information from educational records is allowed to be disclosed to appropriate parties (including parents) whose knowledge of the information is necessary to protect the health or safety of the student or other individual if there is a significant and articulable threat to the health or safety of the student or individual considering the totality of the circumstances.

(4) The right to refuse to permit the designation of any or all of the following categories of personally identifiable information, hereafter “directory information,” which is not subject to the above restrictions on disclosure and may be disclosed by the Graduate College at its discretion:

- Name and campus e-mail address
- City, town or village and state or country of residence
- Class, anticipated date of graduation, major field of study, including the college, division, department, or program in which the student is enrolled
- Participation in officially recognized activities and sports
- The most recent educational institution attended and previous educational institutions attended and dates of graduation therefrom
- Honors and awards received, including selection to a Dean's list or honorary organization
- Photographic, video or electronic images of students taken and maintained by the Graduate College
- Marital status and spouse's name

Any student wishing to exercise this right must inform the Graduate College Registrar in writing, by completing a form available in the Registrar's office, within two weeks of the date they receive this notice of the categories of personally identifiable information which are not to be designated as directory information with respect to that student.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Graduate College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
Phone: 1-800-USA-LEARN