

Student Education Records and the Family Educational Rights and Privacy Act (FERPA)

Each campus or unit of the University of Arkansas shall comply with the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C. § 1232g, and its implementing regulations codified in Title 34, Part 99 of the Code of Federal Regulations.

This policy summarizes the requirements of FERPA and shall apply if the campus has not adopted its own FERPA policy. If the campus has adopted its own FERPA policy, this policy supplements the campus policy as needed, although each campus must furnish an annual FERPA notice to students as provided herein.

Campus policies may vary somewhat, including with regard to designation of directory information, provided that all elements shall be consistent with FERPA and its regulations. The FERPA regulations may be found online at: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Various forms are attached to the policy, for information and guidance only. Use of the forms is not required by this policy.

I. Definitions:

A. Attendance: Includes, but is not limited to attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program. *[Note: each campus may define when, between admission and the first day of classes, a student is first considered to be “in attendance” for purposes of this policy.]*

B. Directory information: Information contained in an education record of a student which is generally not considered harmful or an invasion of privacy if disclosed, such as the student's name; address; telephone listing; electronic mail address; date and place of birth; major field of study; classification by year; number of hours in which enrolled and number completed; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance including matriculation and withdrawal dates; degrees, scholarships, honors, and awards received, including type and date granted; most recent previous educational agency or institution attended; and photograph.

1. Note that additional categories of student information may be permissible to designate as directory information under FERPA.
2. Pursuant to 34 CFR 99.37(d), the campus may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. In that case, disclosure must be limited as specified in the notice.

C. Dates of attendance: The term means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

D. Disclosure: To permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means to any party except the party identified as the party that provided or created the record.

E. Education records: Any information recorded in any way, including, but not limited to, handwriting; print; video or audio tape; film; electronic, including computer records; computer media; microfiche, microfilm, and microform, which is directly related to a student and is maintained by the University or any of its campuses, or by a party acting for the University, except the following:

1. Records made by and kept in the sole possession of a University official or employee, used only as a personal memory aid, which are not made accessible or revealed to any other person except a temporary substitute for the official or employee;
2. Records of the campus law enforcement unit that are:
 - a) Created for a law enforcement purpose; and
 - b) Maintained by the law enforcement unit.
3. Employment records of University employees whose employment is not contingent on the fact that he/she is a student, which are made and maintained in the normal course of business, relate exclusively to the individual in his/her capacity as an employee, and are not available for use for any other purpose;
4. Student Treatment records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his/her professional or paraprofessional capacity, which are made, maintained or used only in connection with treatment of a student, and are disclosed only to those persons providing the treatment. "Treatment" does not include remedial educational activities or activities which are part of the program of instruction at the University;
5. Alumni records which contain information about a student after he/she is no longer in attendance at the University, if the records do not directly relate to the individual's attendance as a student; and
6. Grades on peer-graded papers before they are collected and recorded by a teacher.

F. **Personally identifiable information** includes, but is not limited to:

1. The student's name;
2. The names of the student's parents or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, biometric record, or student number;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

G. **Student:** A person who is in attendance or who has been in attendance at the University, regarding whom the campus maintains education records.

H. **The University:** The University of Arkansas or the specific campus, division or unit where the student is in attendance.

I. **University official:** A person employed by the university in an administrative, supervisory, academic, 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; 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; a volunteer or other party performing an institutional service or function for the University.

II. Right to Inspect Personal Education Records

A. Students have a right to inspect and review their own education records upon a written request to inspect them provided to the custodian of the record. Students wishing to access their education records should contact the University Registrar's Office or the custodian of the particular records sought and submit a written request that identifies the specific records he/she wishes to inspect.

B. A student may obtain a copy of his/her education records by paying a copying fee. However, a student may not receive an official copy of his/her academic transcript if there is a "hold" on that record because of an unpaid account.

C. While the University is not required to give a student access to treatment records as defined above, upon request the student may have those records reviewed by a physician or other appropriate professional of the student's choice. Under Arkansas law, a student, in contemplation of, preparation for, or use in any legal proceeding, shall be entitled to obtain access, personally or by and through his attorney, to the information in his medical records under the statutory scheme set forth in Ark. Code Ann. 16-46-106. The custodian of a student's education record shall comply with a request from the student for access to an education record within a reasonable period of time, but no later than forty-five (45) days after the request has been received.

D. Education records shall not be destroyed if there is an outstanding student request to inspect and review the records.

E. The custodian of a student's education record shall respond to a reasonable request from the student for an explanation and interpretation of the record.

F. The custodian of a student's record may refuse to allow the student to inspect the following records:

1. Records containing information on other students in addition to the requesting student. The requesting student may only see the part of the record relating to him/her, or be informed only of specific information in the record relating to him/her, provided that certain additional information may be released with respect to disciplinary matters conducted pursuant to Title IX of the Education Amendments of 1972, or to a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
2. Financial records of the student's parents, or any information contained therein.
3. Confidential letters and statements of recommendation placed in the education records before January 1, 1975, which are used only for the purposes specifically intended.
4. Confidential letters and statements of recommendation placed in the education records after January 1, 1975, if the student has signed a waiver of his/her right of access thereto (see Form No. 1, attached), and the letters and statements of recommendation are related to the student's admission to the University, application for employment, or the receipt of an honor or honorary recognition. Confidential letters and statements of recommendation shall be used solely for the purposes for which they are specifically intended.

- a) A waiver of right to access is only valid if it is not required as a condition for admission to the University or any of its campuses, nor as a condition for receiving financial aid or any other services or benefits from the University.
- b) If a student has waived his/her right to review and inspect confidential letters and statements of recommendation, the custodian of education records containing such letters and statements shall give the student, on request, the names of the persons who made the confidential recommendations.
- c) A waiver may be revoked in writing with respect to any actions occurring after the revocation.

III. Challenge to Education Records

A. A student may ask the custodian of any of his/her education records to amend or correct any information in the records which he/she believes is inaccurate, misleading or otherwise in violation of his/her privacy or other rights (See Form No. 2 attached). Any challenge must relate to recordkeeping. Challenges to a substantive decision shown in the record must follow separate University procedures relating to that decision.

1. A good faith attempt to resolve the dispute over the record shall be made by the student and the custodian of the record through discussion and other informal methods.
2. The University shall decide whether to amend the record as requested within a reasonable period of time after it receives the request.
3. If the University decides not to amend the record as requested, the student will be notified in writing of the decision and that he/she has a right to request a hearing to challenge the information the student believes to be inaccurate, misleading, or in violation of his/her privacy or other rights (See Form No. 3 attached).

B. Hearing procedures: A student may request a formal hearing after the student receives notice from the records custodian that the records will not be amended and that the student has a right to a formal hearing. The request for a formal hearing must be addressed to the Chancellor or chief executive officer for each campus, division or unit or his/her designee.

1. The request for formal hearing must be in writing and signed by the student and must contain:
 - a) A statement that the student is alleging a FERPA violation;
 - b) A summary of the evidence and arguments the student would present at a hearing;
 - c) The date the student received the above-referenced notice from the records custodian; and

- d) Information about the student's attempts to resolve the matter with the records custodian and the results of these attempts.
2. If the student requests a hearing, the Chancellor or chief executive officer for each campus, division or unit or designee will make the arrangements for the hearing within a reasonable time following receipt of the request.
3. The Chancellor or chief executive officer for each campus, division or unit or designee will notify the student, the custodian of the challenged record, and other interested parties in writing of the date, time, and place of the hearing, reasonably in advance of the hearing.
4. The Chancellor or chief executive officer for each campus, division or unit or designee will designate a University official who does not have a direct interest in the outcome of the hearing to preside as hearing officer.
5. The student may be assisted or represented by one or more individuals of his/her choice, including an attorney, at the student's expense.
6. The student shall be given a full and fair opportunity to present evidence relating to the issues raised in the request to amend or correct the education record.
7. Within a reasonable time after the hearing, the hearing officer shall make his/her decision in writing, which shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence presented and the reasons for the decision. A copy of the decision shall be furnished to the student, the custodian of the challenged education record, and the Chancellor, or chief executive officer for each campus, division or unit, or designee.

C. If, as a result of the hearing, the hearing officer decides that the information is inaccurate, misleading, or in violation of the student's privacy or other rights, the record will be amended and the student will be notified in writing of the amendment.

D. If, as a result of the hearing, the hearing officer decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student will be informed in writing that he/she has a right to place a statement in the record commenting on the contested information and stating why he/she disagrees with the decision of the University. The statement will be maintained with the contested part of the record for as long as the record is maintained and will be disclosed whenever the contested portion of the record is disclosed.

IV. Disclosure of Personally Identifiable Information from a Student's Education Records

A. Except as otherwise provided in this policy, personally identifiable information from a student's education records shall not be disclosed without the prior written consent of the student

(See Form No. 4 attached). A photocopy or facsimile may be accepted in place of an original signed consent.

1. To be effective the consent to disclose must be signed and dated and:
 - a) Specify the records that may be disclosed;
 - b) State the purpose of the disclosure; and
 - c) Identify the person, agency, institution, organization or class of persons, agencies, institutions, or organizations to whom the disclosure may be made.
2. If the student so requests, the University shall provide him/her with a copy of the records which are disclosed, upon payment of a copying fee.

B. The University may disclose personally identifiable information from a student's education record without consent under the following conditions:

1. Directory information may be disclosed so long as students currently in attendance are given public notice of what is considered to be directory information, and the right to notify the campus registrar in writing within a designated period of time that he/she does not want any or all of the types of information about him/her to be designated as directory information (See Form No. 5 attached). This notice shall be given as a part of the annual notice of rights under FERPA. [Additionally, a student may manage his/her directory/public information through the online student information system for the campus.]
2. The disclosure is to a University official that has a legitimate educational interest in the information. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University, including, but not limited to, performing a task in furtherance of the University's educational mission; performing an administrative task outlined in the official's duties; performing a supervisory or instructional task directly related to a student's education; or providing a service or benefit for a student such as health care, counseling, job placement, or financial aid. School officials may not access student records for personal reasons.
3. The University may forward education records to other educational agencies or institutions which have requested a student's education records and in which the student seeks or intends to enroll, or in which the student is enrolled or receives services. A student may receive a copy of the record which was disclosed, upon request and payment of a copying fee.
4. The disclosure is to representatives of the Controller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational officials, in connection with an audit or

- evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal or state supported education programs, or with federal legal requirements which relate to those programs. Unless the student has given written consent for disclosure, or the collection of personally identifiable information is specifically authorized by federal law, the information collected must be protected in a manner which does not permit personal identification of individuals by anyone except the listed officials and must be destroyed when no longer needed for the authorized purposes.
5. The disclosure is in connection with a student's application for or receipt of financial aid, if the information is necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 6. The disclosure concerns the juvenile justice system and is to state and local officials or authorities to whom such information is specifically required to be reported or disclosed under state law as provided for under 34 CFR 99.31(a)(5)(i)(B).
 7. The disclosure is to federal, state, or local agencies or independent organizations conducting studies for, or on behalf of, the University or other educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction. Personally identifiable information will only be disclosed if the study is conducted in a manner that does not permit personal identification of students by individuals other than representatives of the organization, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
 8. The disclosure is to accrediting organizations to carry out their accrediting functions.
 9. Disclosure to a student's parents, if s/he is their dependent for federal income tax purposes as defined in section 152 of the Internal Revenue Code of 1986. To establish that the student is their dependent for federal income tax purposes, the parents must complete a form and submit it to the University Registrar along with a copy of their federal tax return. This eligibility must be established annually.
 10. The disclosure is to comply with a judicial order or a lawfully issued subpoena. The University must make a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith so that the student will have the opportunity to seek protective action, unless the court order or subpoena directs that the court order or subpoena not be disclosed to the student. (See Form No. 6 attached).
 11. The disclosure of a student's personally identifiable information to appropriate persons, including the student's parents, agencies, institutions, or organizations in connection with an emergency if knowledge of the information is necessary to protect health or safety of the student or of other persons.

12. The disclosure is to the student.
13. The disclosure is provided to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the University with respect to that alleged crime or offense.
14. The disclosure is provided in connection with a disciplinary proceeding at the University when the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and with respect to the allegation made against him or her, the University has determined that the student has committed a violation of the University's rules or policies. The disclosure may only include the final results of the disciplinary proceeding conducted by the University with respect to that alleged crime or offense. The University may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. *[Note: the University will apply this exception consistent with its obligation not to release other personally identifiable information regarding other students].*
15. Disclosure of information concerning sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. §1407) if the information was provided to the University under that statute and applicable federal guidelines.
16. When a student is found to have violated laws or University policies concerning use or possession of alcohol or a controlled substance, and the University discloses this information to the student's parents or guardian, provided that the student is under the age of 21 at the time the information is disclosed to his or her parent.
17. The disclosure is to a court in the context of a lawsuit that the student brought against the institution or that the institution brought against the student. The institution need not give the student advance notice of such disclosure, but is limited to disclosing information that is "relevant" to the action and that does not relate to other students who are not adversary parties to the lawsuit.

C. Except with respect to directory information or disclosures to the student, the University may only disclose personally identifiable information from an education record on condition that the recipient of the information will not disclose it to any other person, agency, institution, or organization not authorized to have access to such records unless the student consents prior to the secondary disclosure, and on condition that the information will only be used for the purposes for which the disclosure was made.

1. The recipient of the information may make further disclosures of the information on behalf of the University under the conditions set out in Section B above, if records of the disclosure are maintained in accordance with Paragraph D below.

2. The following statement should be placed on any information which is disclosed, except directory information or information disclosed to the student: "Information from this education record may not be released to other persons without the written consent of the subject of the record."

D. Release of De-identified Data: The University may release data from education records without the student's consent if all personally identifiable information is removed before the data is released. Before releasing this de-identified data, the University must make a reasonable determination that a student is not personally identifiable either through the release in question or multiple releases, and in making that determination, the University must take into account other reasonably available information which, when combined with the de-identified data, might make the data personally identifiable.

The University may release de-identified data from education records for the purpose of education research by attaching a code to each de-identified student record that may allow the recipient to match it with other information received from the University if:

1. The University does not disclose any information about how it generates and assigns the record code or information that would allow the recipient to identify a student based on the record code;
2. The record code is only used to identify a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
3. The record code is not based on a student's social security number or other personal information.

E. Conditions for Re-disclosure

1. When personally identifiable information from education records is disclosed to another party, that party may not further disclose the information without the student's prior written consent, **unless**:
 - a) The initial disclosure is made with the understanding that the party receiving the information may re-disclose it to specified individuals or organizations who meet the requirements of III.C. above, and;
 - b) The record of disclosures (see IV. D. 1-2. above) includes the names of the additional parties to whom the information may be disclosed or, if the initial disclosure was to a State or local educational authority or Federal official or agency, that authority, official or agency is keeping a record of disclosures as discussed in IV. D. 1-2. above.
 - c) When the University discloses information to another party, it will inform that party of the requirements set out in this section. This does not apply to disclosures

made under IV. B. 1,9,10,12, 14,15, and 16. It also does not apply to disclosures to the accuser and accused where the alleged violation is a sex offense as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. 1092(f)].

F. Recordkeeping Requirements:

1. Except as provided in Paragraph D.3 above, the custodian of education records shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, which shall be maintained with the education records for as long as the education records are maintained.
2. The record of disclosures shall include the names of persons, agencies, institutions or organizations which have requested or received personally identifiable information from the education records, the names of any additional parties to whom the information may be redisclosed, and the legitimate interests the requesters or recipients of information had in requesting or obtaining the information.
3. A record of disclosures does not need to contain information concerning requests for access to records or disclosures made to or with the written consent of the student to a University official, or which sought directory information.
4. The record of disclosures may be inspected and reviewed by only the following:
 - a. The student, or others authorized by the student in writing;
 - b. Campus faculty, staff, or administrators responsible for custody of that record; and
 - c. University officials and federal, state, and local officials responsible for auditing the recordkeeping procedures.

V. Annual Notice to Students:

A. At least annually, the University shall publicly notify current students that they have the following rights with regard to their education records:

1. To inspect and review all education records pertaining to him/her; [*Note: the notice shall include the procedure for exercising this right.*]
2. That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the campus registrar in writing before the last day of late registration for the undergraduate program for the fall semester [*or other date specified by the campus*] that he/she does not want any or all of these types of information designated as directory information: [*Additionally, a*

student may manage his/her directory/public information through the online student information system for the campus.]

The student's name; address; telephone listing; electronic mail address; date and place of birth; major field of study; classification by year; number of hours in which enrolled and number completed; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance including matriculation and withdrawal dates; degrees, scholarships, honors and awards received, including type and date granted; most recent previous educational agency or institution attended; and photograph;

3. To request the amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights; *[Note: the notice shall include the procedure for exercising this right.]*
4. To consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent; and
5. To file a complaint with the U.S. Department of Education concerning an alleged failure by the University to comply with the requirements of FERPA.

B. The notice shall advise students how they may access the University's FERPA policy, which describes how they may exercise the rights above, as well as the University's definition of school officials and what constitutes a legitimate educational interest in education records.

C. The annual notification of rights shall be by a means reasonably likely to inform current students (including students with disabilities) of their rights, such as by publication in the catalog, student handbook, and/or by publication on the University's web site. (See Form No. 7 attached).

April 29, 2016

FERPA POLICY FORM NO. 1

UNIVERSITY OF ARKANSAS

(Campus)

WAIVER OF RIGHTS OF ACCESS

TO: _____
(Custodian of the Education Record)

DATE: _____

The undersigned student hereby waives his/her right to inspect and review confidential letters and statements of recommendation related to his/her admission to the University, including admission to a particular college, school, program, curriculum; application for employment; and selection to receive an honor or honorary recognition.

It is understood that the confidential letters and statements of recommendation shall be used solely for the purpose or purposes for which they were specifically intended.

(Student's signature)

(Address)

(Telephone number)

FERPA POLICY FORM NO. 2

UNIVERSITY OF ARKANSAS

(Campus)

REQUEST FOR CORRECTION OF RECORDS

TO: _____
(Custodian of the Education Record)

DATE: _____

The undersigned requests that the following education record pertaining to him/her be amended or corrected because he/she believes it to be inaccurate, misleading, or otherwise in violation of his/her privacy or other rights.

The record requested to be amended or corrected is:

The correction requested is:

I believe the record is inaccurate, misleading, or otherwise in violation of my privacy or other rights because:

(Student's signature)

(Address)

(Telephone number)

FOR UNIVERSITY OFFICIALS:

The following action was taken on the above request at indicated dates as follows:

FERPA POLICY FORM NO. 3

UNIVERSITY OF ARKANSAS

(Campus)

REQUEST FOR A HEARING TO CORRECT EDUCATION RECORDS

TO: _____
(Chancellor or Designee)

DATE: _____

The undersigned hereby requests a hearing to challenge information in the following education record which he/she believes to be inaccurate, misleading, or otherwise in violation of his/her privacy or other rights.

The record in need of correction is: _____

The information challenged is: _____

I believe the record is inaccurate, misleading, or otherwise in violation of my privacy or other rights because: _____

(Student's signature)

(Address)

(Telephone number)

FERPA POLICY FORM NO. 4

UNIVERSITY OF ARKANSAS

(Campus)

CONSENT TO RELEASE OF EDUCATION RECORDS

TO: _____
(Custodian of the Education Record)

DATE: _____

I hereby consent to the release of my education records as follows:

Records which may be released: _____

Person(s), agency(ies), institution(s), organization(s) or class of persons, agencies, institutions, or organizations to whom the records may be released: _____

Purpose of the disclosure: _____

(Name--please print)

(Signature)

(Address)

(Telephone number)

FERPA POLICY FORM NO. 5

UNIVERSITY OF ARKANSAS

(Campus)

REFUSAL TO CONSENT TO DISCLOSURE OF DIRECTORY INFORMATION

TO: Registrar

DATE: _____

I, the undersigned student enrolled at the University of Arkansas, direct that the University may **not** release the following information about me, which is classified as directory information, without my consent:

- _____ Name
- _____ Address
- _____ Telephone number
- _____ Electronic mail address
- _____ Date and place of birth
- _____ Major field of study
- _____ Classification by year
- _____ Number of hours enrolled and completed
- _____ Participation in officially recognized activities and sports
- _____ Weight and height (for members of athletic teams only)
- _____ Dates of attendance at University
- _____ Scholarships, honors, degrees, & awards received (including type & date granted)
- _____ Name of most recent educational institution previously attended
- _____ My photograph

(Name of student)

(Address)

(Telephone number)

FERPA POLICY FORM NO. 6

UNIVERSITY OF ARKANSAS

(Campus)

TO: _____

ADDRESS: _____

NOTICE OF SUBPOENA OR COURT ORDER

The _____ office of the above institution has received a subpoena or court order requiring that certain of your education records, or a copy thereof, be furnished.

Take notice that we will comply with this order not later than _____, 20____.

For your information and assistance, a copy of the subpoena or court order is attached.

(Signature)

(Office)

(Date)

Attachment

ANNUAL NOTICE OF STUDENT RIGHTS UNDER THE FAMILY
EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

A student at the University of Arkansas _____ (name of campus) has the following rights with regard to his/her education records:

1. To inspect and review all education records pertaining to him/her;
2. That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the campus registrar in writing before _____ (Deadline listed in Appendix) _____ that he/she does not want any or all of these types of information designated as directory information:

The student's name; address; telephone number; major field of study; classification by year; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, scholarships, honors, and awards received, including type and date granted; and the most recent previous educational agency or institution attended; and photograph;

3. To request the amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights;
4. To consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent;
5. To file a complaint with the U.S. Department of Education concerning an alleged failure by the University to comply with the requirements of FERPA; and
6. The University FERPA policy is available at *[insert web address]*. The policy describes the processes students must use to exercise the rights listed above. In addition, the policy contains the University's definition of school officials and describes what constitutes a legitimate educational interest in education records.