



## Annual Notification of Rights Under FERPA and the Directory Information Public Notice

---

The Family Educational Rights and Privacy Act (also known as **FERPA** or the Buckley Amendment) affords students certain rights with respect to their education records. They are:

**1. The right to inspect and review the student's education records within 45 days from the day the University receives a request for access.**

*You as a student at Carroll University have the right to inspect and review your education records within 45 days from the day the university receives your request for access. You should submit to the registrar's office, the vice president for academic affairs or director of the program in which you are enrolled, the head of your academic department, or other appropriate official, written requests that identify the record(s) you wish to inspect.*

*The University official will make arrangements for access and notify you 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 you of the correct official to whom the request should be addressed.*

*The academic and administrative offices of the University maintain several types of student education records. Examples of University offices and the information they maintain include:*

- **Registrar's Office:** permanent record of academic performance (grades, transcript, including supporting documents), course schedules;
- **Departments:** academic advising records, admission files, including ACT, SAT and TOEFL scores, and high school and University transcripts and other scholastic records;
- **Undergraduate Admission and other admission offices:** admission files on prospective students;
- **Walter Young Center:** career planning files, including placement information and employers' files, international programs and services files, and learning assistance services files;
- **Student Financial Services:** financial assistance application files and student employment information;
- **Residence Life:** residential life and housing services files;
- **Student Affairs:** student activity files, student disciplinary files, multi-cultural programs and services files, and intramural sports files;
- **Business Office:** student account files, loans and scholarship information; and
- **University Library:** circulation records

**2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

*You may ask the University to amend a record that you believe is inaccurate or misleading. You should write the University official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as you requested, the University will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.*

**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.**

*One exception which permits disclosure of personally identifiable information contained in your education records without your consent is disclosure to University officials with legitimate educational interests. A University official is:*

- a person employed by the University in an administrative, supervisory, academic, or support staff position (including campus security personnel and health staff);*
- a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent, temporary staffing agencies, and outsourced vendors);*
- 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.*

*A University official has a legitimate educational interest if the official needs to review your education record in order to fulfill his or her professional responsibility.*

*Outsourced vendors are those parties helping the University provide students access to services relating to their education. For example, the bookstore will be provided with course schedules to assist students with procuring textbooks and other course materials.*

*The University may disclose your education records without your consent to officials of another school to which you have applied or where you seek to enroll, upon their request.*

*Other exceptions include the Attorney General of the United States; a court, if a parent or student has initiated legal action against the institution; parents of students under 21 with alcohol or drug violations. Specifically, an institution may disclose a drug or alcohol violation only to the student's parents without regard to whether the student is a dependent for tax purposes.*

**4. The right to refuse to permit the University to disclose personally identifiable information about the student as directory information, which is not subject to the above restrictions on disclosure.**

*Another exception which permits disclosure without your consent is disclosure of personally identifiable information which the University has designated "directory information." The University may within its discretion release some or all categories of directory information, as it determines is appropriate. The University has designated the following information about you as directory information:*

- name;*
- local address and telephone number;*
- permanent address and telephone number;*
- University email address;*
- date of birth;*
- major and minor field(s) of study, including the division, department, or program in which you are enrolled;*
- classification as a freshman, sophomore, junior, senior or graduate, or by number referring to such classes;*
- course load, e.g., full-time or part-time;*

- *participation in officially recognized activities and sports;*
- *weight and height information of members of athletic teams;*
- *student photo I.D or other photo.;*
- *dates of attendance and graduation, and degrees received;*
- *most recent previous educational institution attended; and*
- *honors and awards received, including selection to a dean's list or honorary organization.*

*If you do not wish to have your information designated as directory information and disclosed to members of the University community and to requestors from outside the University, you must inform the registrar's office in writing, or by filling out the form to withhold directory information that is available from the registrar's office, no later than the 15th day of the academic term (or the 5th day of a summer session).*

*Please note that your request to block the designation of your information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the University community, including prospective employers. This notification will remain in effect until you inform the registrar's office in writing to remove the block to designation and disclosure.*

*A form for authorization of release of confidential information is also available from the registrar's office.*

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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, S.W.  
Washington, DC 20202-4605**

*Inquiries about the use of directory information or any other FERPA issues can be directed to the Family Policy Compliance Office by;*

- *calling 202-260-3887*
- *sending a fax to 202-260-9001*
- *sending an email to: FERPA@ed.gov*
- *or contacting their web site: [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)*

A full text of the **Notification of Rights** under **FERPA** for postsecondary institutions is available in the registrar's office.

*Either parent of a student who is considered a dependent for federal income tax purposes has the same full rights under FERPA, unless the University has been provided with evidence that there is a court order, state statute, or divorce, separation, or custody agreement that specifically revokes these rights.*

08/03/2008