The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

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

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s 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 provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

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;

Updated 3/2017
• 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, graduation (dates), and degrees received;
• most recent previous educational institution attended;
• 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.

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 of designation and disclosure.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Carroll 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, SW
   Washington, DC 20202

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