

# **Capital University**

## **Notification of Rights Under FERPA**

2002-2003

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

### **The Right to Inspect and Review**

The student has a right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

Students should submit to the registrar or academic dean written requests that 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 will advise the student of the correct official to whom the request should be addressed.

### **The Right to Request Amendment**

The student has a 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.

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 her 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.

### **The Right to Consent to Certain Disclosures**

The student has a 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 of certain information, including directory information.

One exception, which permits disclosure without consent, is disclosure to University officials with legitimate educational interests. A University official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement unit 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 assisting another University official in performing his or her tasks.

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 responsibility.

### **The Right to File a Complaint**

The student has a 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*

[Capital University's FERPA Policy](#) is available.