

# ANTIOCH UNIVERSITY

## NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

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

A student should submit to the Registrar, Dean, Head of the Department, or other appropriate official, a written request that identifies the record(s) the student wishes 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 record was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

**(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the University to amend a record should write the University 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 University decides not to amend the record as requested, the University 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 from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Any student who wishes to have directory information protected (withheld) must notify the Office of Records Administration in writing. Directory information may include any part/s of the following information: name; student ID number (not SSN); address; e-mail address; telephone number; photograph; date and place of birth; major; grade level; enrollment status (undergraduate or graduate, full- or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of athletes; degrees, honors and awards received; most recent educational institution attended, and other information that would generally not be considered harmful or an invasion of privacy.

**(4) 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 University receives inquiries for directory information from a large variety of sources outside the institution, including friends, parents, relatives, prospective employers, etc. and having a "No Release" on your record will preclude release of such information to those

individuals. The Office of Records Administration does not apply the "No Release" differentially to the various directory information data elements. A "No Release" applies to all elements of directory information on your record.

Antioch University **may** disclose education records in the following circumstances:

- **To comply with a judicial order or a lawfully issued subpoena;**
- **To appropriate parties in a health or safety emergency;**
- **To officials of another school, upon request, in which a student seeks or intends to enroll;**
- **In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the aid;**
- **To enforce the terms and conditions of the aid;**
- **To certain officials of the U.S. Department of Education, the Comptroller General;**
- **To state and local authorities, in connection with certain state or federally supported education programs;**
- **To organizations conducting certain studies for or on behalf of the university;**
- **To accrediting organizations to carry out their functions;**
- **To organizations conducting certain studies for or on behalf of the University;**
- **The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime.**

Please note that as of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Requests for non-disclosure of directory information should be sent to: **Antioch University, Office of Records Administration, 888 Dayton Street, Suite 102, Yellow Springs, OH 45387.**