

## Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords 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 academic 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 request was submitted, that 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.

The University discloses education records, which may include individually identifiable information, without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), or coach/assistant coach; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or National Student Clearinghouse); a person serving on the Board of Trustees; the PA State System of Higher Education; 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 school 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.

- (4) 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.

- (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, SW  
Washington, DC 20202-5901

Directory information at Lock Haven University is name, home and local address and phone number, enrollment status, email address, major, degree and honors. If a student does not want this information released, he/she must inform the Registrar's Office of this request. A Release of Information form can be completed in the Registrar's Office. If a student initiates a request that directory information is not to be released, he/she must realize that any request for verification of attendance, graduation, dean's list, etc, from any outside source will be denied. Lock Haven University does not make directory information generally available to the public. Lock Haven University limits its release of directory information for official University purposes, e.g., identifying athletic team members, publishing Dean's Lists, issuing academic awards, and to those organizations that are officially affiliated with the University or with whom the University has a contractual relationship. See 34 C.F.R §99.37(d).

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### **Release of Directory Information**

Lock Haven University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), governing access to educational records.

Under the provisions of FERPA, the University *may* release directory information about students without violating privacy rights. Lock Haven University does not make directory information generally available to the public. Lock Haven University limits its release of directory information for official University purposes, e.g., identifying athletic team members, publishing Dean's Lists, issuing academic awards, and to those organizations that are officially affiliated with the University or with whom the University has a contractual relationship. See 34 C.F.R §99.37(d). Directory information includes name, local/permanent/university email addresses, phone numbers, major field of study, participation in officially recognized activities/sports, weight/height of members of athletic teams, dates of attendance, degree and awards received and dates of receipt, academic awards received (including but not limited to Dean's List), most recent previous educational institution attended, academic level, enrollment status (full- or part-time), classification, and receipt or non-receipt of a degree.

Individual students may request that this directory information not be released. To request that your information is not released, you may go to the Registrar's Office (Ulmer Hall 224) and fill out a written form.

When the request form is processed, those students are excluded from any printed directories and a message is displayed on the computer screens indicating that the information is not to be released. The information remains available to university staff to be used for official purposes.

Additionally, Lock Haven University may disclose information to another post-secondary institution where the student seeks or intends to enroll or is already enrolled for purposes related to the student's enrollment or transfer.