

# Family Education Rights and Privacy Act (FERPA) for Eligible Students

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, provides eligible students certain rights with respect to their educational records. This policy identifies the University's rules for compliance with FERPA.

### Definitions

1. **Family Educational Rights and Privacy Act (FERPA/PL 93-380)** – the Family Educational and Privacy Act, codified at 20 U.S.C § 1232g and regulations at 34 CFR Part 99, which are intended to protect the privacy of student records
2. **Personally Identifiable Information (PII)** - FERPA identifies specific Personally Identifiable Information (PII) in education records, including direct identifiers such as a student's name or identification number, and indirect identifiers, such as a student's date of birth, or other information that could be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.

The CHSU Registrar is responsible for maintaining and the secure safekeeping, all CHSU alumni, current and former student records consistent with the requirements of FERPA. The student's record contains records that are directly related to the student and maintained by the institution or by a party acting for the institution.

A student's record consists of academic program records that includes transcripts, certification and verification requests, degree records, grade records, registration and enrollment records, FERPA requests, financial records, awards, scholarships, disciplinary action records, grievance/complaint records and other records that are related directly to the student. Student transcripts and permanent records are defined by FERPA as "educational records." They are electronically stored on a secured protected server indefinitely in the CHSU Office of Registrar.

Transcripts received from other institutions, transcript evaluations and entrance exam scores from other educational agencies used for admission to the program are securely stored electronically in the program's Office of Admissions. Application for admission to the program, general correspondence with applicants/students and medical records (immunization records) are also stored in the program's Office of Admissions. The student upon appointment may examine the transcript and contents of the permanent record with the Registrar.

FERPA regulations restrict access of a student's educational record and academic information to those who have a legitimate educational need to know. CHSU guarantees each student certain rights in compliance with FERPA. These rights include:

### 1. The right to inspect and review educational records

Review will take place within 45 days of the day the Office of the Registrar receives a student's written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

### 2. The right to request the amendment of the educational records

A student may ask the University to amend a record that the student believes is inaccurate. The student should send a written request the Registrar that clearly identifies the part of the record that is inaccurate and specify why the record is

inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or an appropriate official, if the record is maintained by another office), will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment of their educational record.

### **3. The right to consent to disclosures of personally identifiable information**

Disclosure of personally identifiable information (PII) in the student's educational record to third parties generally requires consent from the student.

However, the University may disclose PII from education records without obtaining prior written consent of the student in the following circumstances:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **4. The right to file a complaint**

The student may direct complaints regarding FERPA compliance to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

Exceptions to FERPA regulations include, but are not limited to, the following:

#### **Health and Safety Emergency**

The health and safety emergency exception. The University may disclose personally identifiable information from an education record to appropriate parties including parents in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

#### **Legitimate Educational Interest**

Access by an authorized officer of the University who have a legitimate educational interest in the records in order to do their job. CHSU officers who may request access to a student's educational records in order to do their job are the President, Provost, Chief Academic Officer, Academic Deans, Registrar, Assistant Dean for Student Affairs, and designees of these CHSU officials with a legitimate educational interest in the record.=

#### **Directory Information**

Directory Information. "Directory information" is information that would not generally be considered harmful or an invasion of privacy if disclosed. Examples of "directory information" are the student's name, address, telephone listing, date and place of birth and dates of attendance. In order to disclose "directory information" to third parties without students' consent, CHSU must give public notice of: (a) the types of information which it has designated as "directory information," (b) the parent's or

eligible student's right to restrict the disclosure of such information, and (c) the period of time within which a parent or eligible student has to notify CHSU in writing that he or she does not want any or all of those types of information designated as "directory information."

Consistent with FERPA, CHSU considers the following information to be directory information:

- Name
- CHSU E-mail address
- Address
- Telephone number, photo used in publications
- Field of study
- Class Level
- Enrollment status
- Dates of attendance
- Club and/or organization memberships
- Degrees, honors and awards
- Most recent institution.

#### Request to *Opt-Out* of Directory Information

- A student may request non-disclosure of "Directory Information" to the general public. The student must submit a **Request to Opt-Out of Directory Information** form to the Office of the Registrar indicating what directory information not to be disclosed. This form remains in effect on the student's record until written notification has been received from the student to update the previous request to opt out of directory information.

#### Disclosure of Personal Identifiable Information

- A student may provide written consent for California Health Sciences University to release personally identifiable information (PII) from their education record to specific individuals and entities, by submitting a **Request for Release of Information** form. Examples of PII include, but are not limited to social security number, grades, GPA, etc. The student must indicate the name(s) of the recipients and what information is to be disclosed.

#### Waiver

Additional information may be released by obtaining a signed waiver from the student.

Annual FERPA notification and FERPA forms are available by clicking [here](#).