

PRIVACY RIGHTS

Notification of Rights Under FERPA

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

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.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the students 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 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 his or her right to a hearing regarding the request for an 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is 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); 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 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 responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Hays State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Officer
US Department of Education
600 Independent Avenue SW
Washington, DC 20202-4605

Student Directory Information

The following types of personally identifiable information are designated as student directory information by Fort Hays State University. They include the student's:

1. Name
2. Address
3. E-mail address
4. Telephone number
5. Grade level
6. Major Field of study
7. Participation in officially recognized activities
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees
11. Awards received
12. Most recent previous educational institution attended

The Vice President for Student Affairs is designated as the Student Privacy Officer. Students have the right to notify the institution that they do not want any or all of the types of information listed above to be designated as directory information. Notification must be in writing and must be received by the Student Privacy Officer prior to the beginning of the academic semester. Notification forms are available in the Office of the Vice President for Student Affairs, Sheridan 208.

Adopted by Cabinet 03/09/00

Adopted by Cabinet 01/10/90