



POLICY TITLE: Student Records - FERPA Policy

POLICY PURPOSE: To establish the University's policy with respect to students' privacy rights under the Family Educational Rights and Privacy Act (FERPA).

BACKGROUND: FERPA generally provides students with the opportunity to inspect and amend their educational records, and to have their educational records held private by the institution, subject to certain exceptions.

APPLIES TO: Faculty, Staff, Students

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records:

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 University Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

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 contact the University Registrar in writing, 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 their 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 includes, but is not limited to, a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including, for example, law enforcement or disciplinary/code of conduct personnel and health or wellness staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, insurer, billing or payment processing company); organizations conducting certain studies for or on behalf of the school; affiliated organizations serving the University in advancement, fundraising, alumni relations, or similar services; a person serving on an official university committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks; other institutions or third parties with whom the University has partnered or affiliated for purposes of providing academic, student support or engagement, or other opportunities or services; or appropriate officials in cases of health and safety emergencies .

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

For the sake of illustration, and in addition to those individuals referenced above, school officials with a legitimate educational interest may include, but are certainly not limited to, those individuals (including faculty and staff) that may be involved in: [data or information management processes, financial aid and any related systems or processes, advising and student support services...or any other University systems, processes, or services that may be utilized in the interest of supporting or advancing the educational experience of a student].

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

Additionally, treatment records maintained by Health and Wellness personnel may be subject to separate [policies or procedures](#) maintained by the Health and Wellness Services office at FHSU.

4. The right to file a complaint with Fort Hays State University alleging that the University violated any student rights under FERPA at the following address:

Fort Hays State University
Office of the Registrar
Picken Hall 302
600 Park Street
Hays, KS 67601

5. 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 at the following address:

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 (local and permanent)
3. E-mail address
4. Telephone number
5. Grade level or classification
6. Major field(s) of study
7. Participation in officially recognized activities
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and dates awarded
11. Awards and academic honors received
12. Most recent previous educational institution attended
13. Enrollment status (i.e., full/part time)
14. Photograph or likeness

The Registrar 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 Registrar prior to the beginning of the academic semester. Notification forms are available in the Office of Registrar, Picken Hall 302.

FERPA privacy rights attach at the time a student applies at FHSU and are governed by and subject to the provisions of FERPA (20 U.S.C. 1232g; 34 CFR Part 99), as amended from time to time.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

RELATED DOCUMENTS:

Policies:

Forms:

Other: Registrar's [FERPA Information Page](#)

KEYWORDS: FERPA, privacy rights, directory information, other school officials

**RESPONSIBLE
OFFICE:** Registrar's Office

**RESPONSIBLE
UNIVERSITY
OFFICIAL:** Registrar

ORIGINATION DATE: 03/09/00

CHANGE HISTORY: Approved by Cabinet 12/01/21
Adopted by Cabinet 12/01/21
Adopted by Cabinet 09/02/14
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Adopted by Cabinet 01/10/90
