



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE TO STUDENTS POLICY

PURPOSE

This policy ensures that Long Island University remains in compliance with the U.S. Department of Education's Family Educational Rights and Privacy Act of 1974.

STATEMENT OF POLICY

Every year, Long Island University informs students of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Long Island University complies with this federal statute, which affords students over 18 years of age, or attending a post-secondary institution ("eligible students") certain rights with respect to their educational records.

FERPA rights include:

- 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 Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not maintained by the University, the Registrar shall advise the student of that fact. If the records are maintained by another University Official, the Office of the Registrar will advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identifying 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 amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 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. An 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 Long

Island University Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance FERPA committee, or another assisting school official in performing his or her tasks. The University has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In accordance with the Family Educational Rights and Privacy Act of 1974, the following directory information will be released upon request, unless a written notice to the contrary is received by the Office of the Registrar:

- Name
 - Dates of Attendance
 - Enrollment Status
 - Class
 - Major
 - Awards
 - Honors
 - Degrees conferred
 - Past and present participation in officially recognized sports and non-curricular activities
 - Physical factors (height, weight) of athletes
 - Previous educational institutions most recently attended
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605.

This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act is available on the U.S. Department of Education website at:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

PROCEDURES

See *FERPA Notice to Students Procedures*

POLICY TYPE: ACADEMIC AFFAIRS