



Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible 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 after the day Beal University ("University") receives a request for access. A student should submit to the *Registrar's Office* (updated from Academic Department for standard compliance) 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 notify the *Registrar's Office*, 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 (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - The University discloses education records 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, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.
 - A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent.
 - 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. 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:



Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information Public Notice

Beal University may release “directory information” *without written consent*, unless the student has exercised their right to opt out. Directory information includes: Student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, degrees, honors, and awards received, and the most recent educational agency or institution attended.

To prevent the disclosure of directory information, students must file a written "Request to Prevent Disclosure of Directory Information" with the Registrar's Office within [Insert Timeframe, e.g., the first two weeks] of the semester.

Solomon Amendment and FERPA

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical, and academic program information on students age 17 and older.

- Information provided includes: Name, address, telephone listing, age (or date of birth), level of education, academic major, degrees received, and the educational institution in which the student was most recently enrolled.
- Opt-Out: Students can only opt out of the Solomon Amendment by filing a formal FERPA restriction (block) of directory information with the Registrar's Office. Note that this block will also prevent the University from releasing your name for honors lists, commencement programs, or media releases.

Additional Disclosures Permitted Without Consent

FERPA permits the disclosure of PII from students' education records, without consent, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. These include:

- To officials of another school where the student seeks or intends to enroll.
- To authorized representatives of the U. S. Comptroller General, Attorney General, or Secretary of Education for audit or evaluation of Federal- or State-supported programs.
- In connection with financial aid for which the student has applied or received.
- To accrediting organizations.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.
- To parents of a student under age 21 regarding the student's violation of any law or University policy governing the use or possession of alcohol or a controlled substance.