Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. At a postsecondary institution, these rights belong to the student, regardless of age. 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 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.
    a. 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.
    b. 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.
    c. 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. These outside parties must also comply with the use and redisclosure restrictions in 34 CFR § 99.33(a).
    d. 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. Students need not exhaust University grievance or appeal procedures before filing a FERPA complaint. 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. Students may refuse designation of any or all of these categories as directory information.

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 two weeks. A valid opt-out request made while the student is in attendance remains in effect after the student leaves the University unless the student rescinds it.

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.

Student recruiting information covered by the law includes: Name, address, telephone listing, electronic mail address (University-provided, if available), date and place of birth, level of education, academic major, degrees received, and the educational institution in which the student was most recently enrolled.

Opt-Out: Students may request in writing that the University withhold their student recruiting information from all third parties by filing a directory-information restriction with the Registrar's Office. Such a restriction may also prevent disclosure of the student's name in honors lists, commencement programs, and media releases unless the student authorizes the disclosure or another legal basis applies.

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, limited to the final results of the University's disciplinary proceeding concerning that alleged crime or offense, as permitted by 34 CFR §§ 99.31(a)(13) and 99.39.
- 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, if the University determines that the student committed a disciplinary violation and the student is under 21 when the disclosure is made, subject to applicable State law.