

Notification of Rights under

FERPA

(Family Educational Rights and Privacy Act)

for Post Secondary Institutions

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

(1) The rights to inspect and review the student's educational 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 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 educational 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 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:

a. 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 educational record in order to fulfill his or her professional responsibility.

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

c. Release of Records to Parents of Students over 18 - Code of Federal Regulation 34 C.F.R. 99.31(a) (8) provides that a parent of a student who is claimed as a dependent [pursuant to the Internal Revenue Code definitions, Section 152-Attachment 2] may obtain access of student educational records without the student's consent.

d. Release of Records to Parent of Student Under the Age of 21 - 34 C.F.R. 99.31 (a) (15) authorizes an institution to release educational records without permission of the student to the parent(s) if a student is under 21 years of age is found in violation of federal, state, local law or university rules regarding possession of alcohol and/or illegal drugs and procedure once completed and adjudicated, educational records may be released to a parent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana Tech University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

Directory Information is that personally identifiable student information not generally considered harmful or an invasion of privacy if disclosed. Prior consent of the student is not required for disclosure of directory information, unless the student has specifically requested, in writing, that Louisiana Tech University not disclose this information. The Office of Student Affairs manages these privacy requests. Student Affairs publishes a quarterly list of privacy requests that is distributed to each college.

The following elements are considered to be Directory Information at Louisiana Tech University: name, date and place of birth, local address, permanent address, telephone listing, classification, major field of study, date of attendance at Tech, degrees, honors and awards received, most recently attended educational institution, current class schedule, photos, e-mail address, participation in Tech activities and sports, weight and height of members of Tech athletic teams. **NOTE: Social Security Numbers, Student Numbers, and student PIN numbers are NOT Directory Information.**