

# Notification of Rights Under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College 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 College 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 College 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 is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College 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 limit disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Two exceptions which permit disclosure without consent are disclosure to school officials with legitimate educational interests and release of information to Law Enforcement Officials with authority. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or verification agencies such as National Student Clearinghouse); 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 education record in order to fulfill his or her professional responsibility. Law Enforcement Officials are those with authority given through a subpoena, court order, search warrant, pen/trap order, wiretap order or preservation of evidence request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.
5. Accordance with the Family Education Rights and Privacy Act of 1974, the College identifies the following items as 'directory information.' The College may disclose any of these items without prior written consent. Students who do not wish directory information to be released must provide written notification to the Admissions and Records Office prior to each semester.

Student's name	Educational institutions previously attended
Telephone number	Degrees and awards granted, date granted
Local address	Major and field of study
Part or full-time enrollment status	E-mail address
Dates of attendance at college	

**THE CONSUMER INFORMATION REPORT IS LOCATED ON OUR  
WEBSITE AT [WWW.ASUMIDSOUTH.EDU](http://WWW.ASUMIDSOUTH.EDU)**

**THIS INCLUDES THE CRIME STATISTICS REPORT, DRUG/ALCOHOL FREE CAMPUS  
POLICY, AND FERPA INFORMATION**