

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

DIRECTORY INFORMATION

At its discretion Trinity University may disclose directory information without the student's permission in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Trinity has designated the following information as directory information: student name, Trinity ID number, local, permanent and temporary addresses, telephone numbers, electronic mail address, date and place of birth, photograph, major/minor field(s) of study, class schedule, dates of attendance, previous educational institutions attended, degrees and awards received, enrollment status, participation in officially recognized activities and sports, and height and weight of members of athletic teams. A student may request in writing that directory information be withheld. This option may be exercised by filing a written request to the Office of the Registrar; please note that such requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. The request will remain in effect until revoked by the student. The student's name, addresses, telephone numbers, and e-mail address may be published in the *Faculty, Staff and Student Directory* if the Registrar has not received a request to withhold the information within the first 15 class days of the fall semester. If no request is filed, directory information may be released upon inquiry.

PARENTAL ACCESS TO STUDENT RECORDS

With the exception of disclosures permitted by FERPA, education records will not be released without the prior consent of the student. Parents or guardians who would like to receive grade reports or access to other protected education records should request that their student sign a Student Consent to Release Educational Records form (available online at www.trinity.edu/departments/registrar/FORMS/student_forms.htm or in the Office of the Registrar). If this form is completed, parents may receive grade reports and other information, but a separate written request from the parent or guardian is required each time. Although certain exceptions apply under FERPA, grades, financial information, and other education records are not to be disclosed to parents or anyone else outside the University without a student's prior written permission.

STUDENT RIGHTS REGARDING EDUCATION RECORDS

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

- (1) 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 Registrar, Dean, Department Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request was submitted does not maintain the records, 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. Students may ask the University to amend a record that they believe is inaccurate. 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. 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. [NOTE: This section does not refer to improper academic evaluation (grades). See the Joint Statement on Rights and Freedoms of Students (published in the *Student Handbook*), Section II.A. Protection against improper academic evaluation, for the proper procedure to appeal a semester grade which a student believes was based on improper consideration.]

(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. 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, collection agent, degree and enrollment verification agent, document management agent, records storage agent, and library support services 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; consultants, volunteers or other outside parties to whom Trinity University has outsourced institutional services or functions that it would otherwise use employees to perform. 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. As allowed within FERPA guidelines, Trinity University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

(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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605
Questions regarding Student Rights under FERPA may be directed to the Registrar.