

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 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 education 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. 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, 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 education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

The University considers some information to be directory information which may be disclosed to others without student permission. This includes items such as name, address, telephone number, email address, dates of enrollment, classification, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, participation in activities, height and weight of members of athletic teams, and photographic image of the student. However, if a student does not want this information released, he or she must fill out the Request to Withhold Directory Information form. This form must be filled out each year by October 15 in order for the University to withhold this information.

4. The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920) concerning alleged failures of Cairn University to comply with the requirements of FERPA.



Waiver of Privacy of Education Records

REGISTRAR'S OFFICE

I understand that the privacy of my student education records is protected by University policy and federal law, which allows me to prevent disclosure of information from my education records to certain third parties. These records include, but are not limited to, academic records, financial and financial aid information, and disciplinary actions. I acknowledge that I am not required to waive my privacy rights and that, if I decline to do so, information from my education records will only be released under the exceptions listed in University policy and federal law.

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the persons specifically listed below. This release does not permit the disclosure of these records to any other persons or entities without my written consent or as permitted by law.

I understand that this waiver will remain in effect until I rescind it in writing. I also authorize the University to notify those persons specifically listed if I rescind this waiver. This waiver replaces any previously signed and submitted privacy of education records waivers.

Name _____ Date _____

Signature _____ SS # _____

First submission Revision of previous submission Student ID # _____

Contact 1 – PLEASE PRINT LEGIBLY	
Name	Phone (Home)
Address	Phone (Cell)
City/State/Zip	Phone (Work)
Relationship	E-mail

Contact 2 – PLEASE PRINT LEGIBLY	
Name	Phone (Home)
Address	Phone (Cell)
City/State/Zip	Phone (Work)
Relationship	E-mail

Office use only
Date entered
Initials