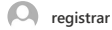




FERPA Information



^ What is the Family Educational Rights and Privacy Act - FERPA?

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A summary of these rights include:

- 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, or appropriate Academic or Administrative Department a written request that identifies 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.
- The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading.
 - Students may ask the University to amend a record that they feel 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/her right to a hearing regarding the request for amendment. The official in charge of the record will call the hearing and notify the student of the time and place. The hearing committee will consist of the Vice President who has authority over the person in charge of the record and either a faculty member or administrator of the student's choice. The student may also have a person with them to assist in presenting their case. If the decision is still not to amend the record then the student has the right to insert a statement into the record.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except in the extent that FERPA authorizes disclosure without consent.
 - **One exception**, which permits disclosure without consent, is disclosure to those designated by the University as school officials with legitimate educational interests. Gannon defines a school official as a person employed by the University in an administrative, supervisory, academic, or support staff position (including Campus Safety and Health Services staffs); 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 person assisting another school official in performing his/her tasks. Gannon has defined a school official as having a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
 - **A second exception** is the University's intention to release information from a student's educational record to officials of another school in which a student seeks or intends to enroll.
- 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.

^ How does Gannon University define directory information?

The University has designated the following as directory information: student's name, address, email address, telephone number, dates of attendance, full or part-time status, class standing, class schedule, major or minor fields of study, degrees, awards and honors received, participation in officially recognized sports and activities, weight and height of members of athletic teams, photographs, date and place of birth, and most recent previous educational agency or institution attended. E-mail addresses of full-time and part-time students are available on Gannon's website.

Directory information may be released without the student's written consent unless the student puts a directory hold on their file. According to FERPA, the student has the right to ask that Gannon not release any directory information. Gannon will not release any directory information without your written permission if there is a directory hold on your record.

Please carefully consider the consequences of a decision to withhold directory information. A non-disclosure hold will prevent the release of any directory information. Future requests for such information from non-institutional persons or organizations will be refused. Gannon will honor your request to withhold directory information but does not assume responsibility to contact you for subsequent permission to release this information. We must receive a request signed by the student to remove the hold.

^ How Do I Inform Gannon University to NOT release directory information?

^ Who should you Contact with questions related to FERPA?

Gannon University has designated the [Registrar's Office](#) as the office to questions relating to FERPA. Please know you can also inform the University if you do not wish to have directory information released to third parties outside of the University. If you file a request not to have directory information released, it will stay in effect until you request to have it changed.

^ How have I been notified about FERPA?

Gannon gives students/parents an annual notice of their FERPA rights and procedures in the Student Datebook/Handbook. The Student Datebook/Handbook is distributed to freshmen and is available to everyone in several locations, which include the Information Desk in the Waldron Center, Student Living Office, and the University Mailroom.

Gannon also sends an annual notification to students regarding their FERPA rights in compliance with the FERPA regulations.

^ Who administers FERPA?

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605
