

**Student Records**  
**Notification of Rights Under FERPA**

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.*

A student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) he/she wishes to inspect. The University official will make arrangements for access and notify the student of the time when and the place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, such 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, misleading or otherwise in violation of the student's privacy rights.*

A student should write the University official responsible for the record in question, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate, misleading or otherwise in violation of his/her privacy rights.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision in writing and advise the student of his/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.*

Personally identifiable information is information that, if disclosed, would make a student's identity easily traceable, e.g., name, address or social security number. One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests. A University official is a person employed by Youngstown State 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 or volunteer serving on an official committee or assisting a University official in performing his/her tasks.

A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for Youngstown State University.

Upon request by another school in which a student seeks or intends to enroll, Youngstown State University also discloses education records without a student's consent to officials of such school.

(4) *The right to prevent the University from disclosing any or all of the information about the student the University has designated as directory information.*

FERPA permits the disclosure of directory information without the consent of the student. Directory information is information contained in a student education record which would not generally be considered harmful or an invasion of privacy if disclosed. Youngstown State University has designated the following types of information as directory information:

- a. name;
- b. address (campus and home);
- c. telephone listing (campus and home);
- d. e-mail address (campus and home);
- e. date and place of birth;
- f. field of study;
- g. participation in officially recognized activities and sports;
- h. weight and height of members of athletic teams;
- i. dates of attendance;
- j. degrees and awards received;
- k. the most recent previous educational institution attended; and
- l. photographic, video or electronic images of student.

Any student wishing to exercise this right must inform the Registrar in writing within the first seven (7) calendar days of any academic semester of the information not to be designated as directory information with respect to that student. If no such written notification is submitted, the University will assume that a student does not object to the release of the directory information. A student's request for such non-disclosure will remain in effect until the student notifies, in writing, the Registrar otherwise.

(5) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Youngstown State University to comply with requirements of FERPA.*

Colleges and universities can notify parents of any student younger than 21 caught drinking or using illegal drugs. Colleges and universities do not have to hold disciplinary hearings before alerting parents. Colleges and universities can establish their own procedures for deciding when to contact parents and are not required to notify the student when they have contacted the parents. However, the institution must keep a record of the disclosures and provide it, upon request, to any student who wishes to know whether his or parents have already been notified.

To protect the health or safety of a student or other persons, the University may release information from education records to appropriate persons in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons.

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. 20202-5920**

Any questions about this notification should be directed to the Registrar.