

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR POSTSECONDARY INSTITUTIONS

A. Students' Rights under FERPA - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights 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, 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.

The right to request the amendment of the portion 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 Registrar, the official responsible for the student 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 defined as 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, 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 disciplinary and ancillary records which are not part of the student's education record without consent to officials of another school when such officials have a legitimate educational interest in the behavior of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by C.W. Post Campus 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, D.C. 20202-4605

B. Directory Information: Directory Information – is a part of personally identifiable information that is considered not to be harmful to the student if released to a third party. The following items are designated "Directory Information" and may be released at the discretion of the C.W. Post Campus of Long Island University unless a student files a request to prevent their disclosure:

Name
Dates of Attendance
Date and Place of Birth
Enrollment Status
Class
Major
Awards
Honors
Degrees conferred
Past and present participation in officially recognized sports and non-curricular activities
Physical factors (height, weight) of athletes
Previous educational institutions most recently attended

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of such Directory Information. Long Island University will honor all requests to withhold Directory Information.

Students should be asked to consider carefully the consequences of any decision to withhold such Directory Information. Should a student decide not to release any of the information, any request for such information from Long Island University will be refused.

Students requesting the withholding of Directory Information must complete an "Authorization to Withhold Directory Information" form and return it to the Office of the Registrar or Office of Student Affairs.

This authorization is valid until a written request to rescind is received by the Office of the Registrar or the Office of Student Affairs.

C. Authorizing Parental Access – Under the Family Rights and Privacy Act, the rights afforded to parents regarding the ability to review their children's records, pass from the parent to the student upon the student's 18th birthday or when the student is enrolled in a college or university. Students wishing to allow their parents access to their student records must file the appropriate authorization available in the registrar's office.

D. Information including all request forms associated with information requested under the Family Education Rights and Privacy Act is available on the Registrars' Website.