

Notification of Student Privacy Rights under FERPA

Dear Sabre:

We want to take this opportunity to give you a brief summary of your rights under the *Family Educational Rights and Privacy Act (FERPA)*, the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your 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 has a legitimate educational interest if the official has a “need to know” information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the University.
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.

Students who want to allow information to be released to individuals must complete the [Student Information Release Authorization form](#) and submit it electronically to the Office of the Registrar.

Release of student record information is generally not done at Marian University without the expressed, written consent of the student. There are, however, some exceptions.

For example, directory information includes the following, and may be released without the student’s consent: name, home address, local address, telephone number, e-mail address, photograph, dates of attendance, previous institutions attended, major fields of study, enrollment status (full-time/part-time, withdrawn, graduate or undergraduate), awards (but not scholarships), honors (e.g., Dean’s List recognition), degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, and date and place of birth. Please note that you have the right to withhold the release of directory information. To do so, you must complete a “Request for Non-Disclosure of Directory Information” form located online at: [Request for Non-Disclosure of Directory Information](#)

Please note two important details regarding placing a “No Release” on your record:

1. The University receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a “No Release” on your record will preclude release of such information, even to those people.
2. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

A copy of the Act, more details about your rights, and any University policies related to the Act are available from

the Office of the Registrar or online in the Academic Bulletin at: <https://www.marianuniversity.edu/academic-programs/academic-bulletin/>

Questions concerning FERPA should be referred to the Office of the Registrar.

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