

APPENDIX C

Family Educational Rights and Privacy Act Notification of Rights

Notification of Rights Granted Under the Family Educational Rights and Privacy Act of 1974, Title IX Policy Notification Statement and Section 504 of the Rehabilitation Act of 1973 as Amended.

It is the policy of Southern Utah University to comply fully with the terms provisions, and intent of the Family Educational Rights and Privacy Act of 1974. A complete statement of the SUU policy and procedures relative to this act may be obtained from the Office of the Vice President for Student Services.

Under this act students are granted certain rights and protections, specifically the following:

1. A student has the right to inspect and review (subject to certain restrictions provided by the act) education records relative to him/her which are maintained by the University. A student who desires access to his/her records should submit a formal, written signed request for access, to the Vice President for Student Services or to the custodian of the records in question. The request must be presented personally by the student desiring access, and he/she must present satisfactory personal identification to provide assurance that unauthorized persons do not gain access to student records.
2. Personally identifiable information from student records may not be disclosed to third parties (except that certain classes of information may be disclosed to certain individuals and agencies as defined in the act) without prior written consent of the student.
3. A student may seek the correction of educational records that are inaccurate or inappropriate.
4. A student who has followed the procedures outlined by the University for compliance with this act and who feels that his/her rights, granted by the act, have been violated is entitled to file a complaint with the Family Policy Compliance Office, U.S. Department of Education.

Southern Utah University maintains the following educational records in the locations indicated which are subject to this act:

| Type of Record | Custodian | Location |
|---|-------------------------------------|--|
| Records of Credit, Registration, and Admissions | Registrar | Registrar's & Admissions Office |
| Disciplinary and Probationary Proceedings | VP For Student Services | VP for Student Services Office |
| Housing Rules Violations | Director of Housing & Resident Life | Housing and/or VP for Student Services Office |
| Financial Aid & Scholarship Awards | Director of Financial Aid | Financial Aid Office |
| Placement Files | Director of Career Services | Career Services Office |
| Health Records | Director of Wellness Center | Wellness Center |
| Interest and Aptitude Test or Personality Inventory | Director of Wellness Center | Wellness Center |
| College or Education Entrance Examinations | Dean of College of Education | Dean of College of Education |
| Graduation Worksheets | Registrar | Registrar's Office and/or Departmental Offices |
| Departmental Progress Reports | | Department Head |
| Pre-Professional Evaluations | | Department Head |

Education records will not be maintained by the University in all of the categories listed above for all students who enroll in SUU.

Appendix C

The act allows the University to disclose Directory information without the prior, written consent of the student. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed 20 U.S.C. §1232g(a)(5)(A). The University considers the following personally identifiable, student information to be directory information and may elect to disclose it without further notice.

- Name
- Local and Home Address
- Telephone Numbers
- E-mail Address
- Parent's Names, Addresses, and Phone Numbers
- Class Ranking
- Courses of Study, Degrees and Certificates Awarded
- Honors, Awards, Activities and Affiliations

Except in statutorily specified circumstances, personally identifiable, non-directory information from educational records may not be released unless the student has provided prior written consent for the disclosure, except in severally statutorily specified circumstances.

Enrolled students who do not wish directory information relating to themselves to be disclosed must so state in a written communication which outlines specifically which categories of information they do not wish to be disclosed. This statement must be delivered to the Office of the Vice President for Student Services before 5 p.m. on the second Monday following registration for the fall term of each academic year, unless a student does not enroll for the fall term, in which case the student must follow the same procedure, within the same time frame, for the first term for which he/she does enroll.