

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 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 Registrar's Office.

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 Registrar's Office or to the custodian of the records in question. The request must be presented personally or in writing 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. A student may seek the correction of educational records that are inaccurate or inappropriate. To request a correction, the student must submit a statement to the University official responsible for the record, clearly identifying requested change, and why the student believes it is inaccurate or misleading. The University official will notify the student of their decision and advise the student regarding the appropriate steps.
3. Personally identifiable information from student records may not be disclosed to third parties (except as defined in the act) without prior written consent of the student.
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.

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 Permanent Address
- Telephone Number
- E-mail Address
- Class Ranking
- Courses of Study, Degrees and Certificates Awarded
- Honors, Awards, Activities and Affiliations
- Enrollment Status
- Student Image

Personally identifiable, non-directory information from educational records may not be released unless the student has provided prior written consent for the disclosure, except as specified by the act.

Enrolled students who do not wish to have their directory information released, must so state in a written communication to the Registrar's Office. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed, in writing, by the student.

Please consider carefully the consequences of a decision to withhold directory information. A confidentiality hold will call for Southern Utah University not to release any or all of this "directory information;" thus, any future requests for such information from non-institutional persons or organizations will be refused.

Southern Utah University will honor your request to withhold directory information, but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Southern Utah University assumes no liability as a result of honoring your instructions that such information be withheld.