



Annual Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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) the student wishes 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.

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 under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's 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 provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is 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 as its agent to provide a service instead of using University employees or officials (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 responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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. 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, DC 20202-5901

RIGHTS REGARDING STUDENTS' EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Colorado State University-Pueblo's practice in regard to student record keeping and access is based on the provisions of FERPA. For specific details, visit or contact the Records Office (Administration Building, Room 202).

Schools may disclose, without consent, directory information (designated below), collectively or individually. Colorado State University-Pueblo does publish several bulletins, lists, brochures, catalogs, directories, yearbooks, commencement items, annuals, guidebooks, news releases, sports information, honor rolls, etc., containing this directory information which specifically identifies students and information about them. The following information is considered directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Potential graduation date

A student, by the end of the second week of classes, may notify the Records Office (Administration Building, Room 202) in writing that directory information should not be released without prior written consent by completing the "Request to Withhold/Release Directory Information" form. If a student later wants this information released when requested, he/she needs to complete a new "Request to Withhold/Release Directory Information" form.

Generally, schools must have written permission from the eligible students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without** consent, to the following parties or under the following conditions (34 CFR § 99.31) which include, but are not limited by:

- School officials with legitimate educational interest;
- Other schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations;
- Organizations conducting certain studies for or on behalf of the school;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities within a juvenile justice system, pursuant to specific State law;
- The disclosure is to parents, of a dependent student, pursuant to the IRS code;
- The disclosure of the final results of a disciplinary proceeding to a victim of an alleged perpetrator of a crime of

- violence or a non-forcible sex offense;
- The disclosure is to a parent of a student under the age of 21 who is disciplined due to a violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance; and
 - The disclosure concerns sex offenders and other individuals required to register pursuant to the Violent Crime Control and Law Enforcement Act of 1994, and the information had been provided to the university.

Subject to the conditions set forth in 99.31-99.35 of the Act.