Central State University

Notification of Student Rights and Responsibilities
Under the Family Educational Rights and Privacy Act

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 record(s) that the student believes is 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, in accordance with FERPA, to or in connection with the following:

- 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.

- To officials at another school (such as a dual-enrolled student's high school), school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Higher Education (ODHE). Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosure of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the university to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. If such studies do not permit the personal identification of a student to any persons other than to representatives of such organizations and/or if the personal identification data is destroyed when no longer needed.
- To accrediting organizations to carry out their accrediting functions.
- To a parent or legal guardian of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954. A copy of the previous year's tax return for the parent(s) or legal guardian(s) may be required to verify dependency.
- To comply with a lawfully issued subpoena or judicial order. If not prohibited to do so, the University will first make a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the student may seek protective action.
- In connection with a health or safety emergency.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution with respect to that alleged crime or offense, regardless of the finding.
- To anyone if the information is "Directory Information" as described below.

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

5.   The Family Educational Rights and Privacy Act designates certain information related to students as "Directory Information" and gives the University the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not be made public without their written consent.

Directory information includes the following items: *student's name, address, telephone listing, electronic mail address, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.*

If at any time you wish to withhold the disclosure of all of the items listed as "Directory Information," please contact the Office of the Registrar at (937) 376-6231.

6.   Placing a privacy restriction on your record will not allow the University to disclose Directory Information about you to potentially interested third parties such as parents, spouses, children, other family members, potential employers, and the like. The privacy restriction will also prevent the University from acknowledging your enrollment to anyone, including instances where verification of enrollment would benefit the student (deferring loan repayments; prospective employers). Students who have requested a privacy restriction will not be listed on such things as honor lists (Dean's list, etc.), and they will not have their names printed on the graduation bulletin nor read at the commencement ceremony when they graduate unless a specific written request is submitted to the Office of the Registrar.