

Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Grades will be made available to students via the <http://my.umary.edu> website by using their ID numbers and passwords. Grades will be mailed to parents upon receipt of request from the student. Such request must be made in writing to the Office of the Registrar. Parents or legal guardians may also obtain their child's educational records if they establish that the student is a financial dependent as defined in section 152 of the Internal Revenue Code of 1986. A student is considered "financially dependent" if either parent or your legal guardian claimed you as a dependent upon their most recent federal income tax return. The Office of the Registrar requires that the parent(s) or legal guardian provide a copy of the filed federal tax return before it releases the information.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Students who do not wish to have their information included in the Directory or released are responsible to provide written notice to the University of Mary registrar. The notice must be received by the end of the second week of the semester to ensure that the student’s information is not included in the Directory.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605**

Notification of Rights Under 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 of Mary receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish 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. As stipulated in FERPA, the University of Mary will not normally provide written copies of education records to students unless the student can demonstrate that it would be very difficult to inspect the records in person. In the case where copies are provided the student is responsible for an administrative fee.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University of Mary to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they

want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's 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 is a person employed by the University of Mary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted (such as Student Health Clinic personnel, security personnel, the university attorney, auditors, 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 responsibility. Upon request, the University of Mary discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Mary to comply with the requirements of FERPA.

Directory Information at the University of Mary

As provided by FERPA, it is University of Mary policy to publish certain student information in its student directories and/or release certain student information to the public and/or the media. The information included in the student directories at the University of Mary may include any or all of the following information:

- Name
- Address (both local and permanent)
- Telephone listings (local, permanent and cell)
- Electronic mail addresses
- Date and place of birth
- Photographs
- Field of study (majors and minors)
- Participation in officially recognized activities and sports
- Weight and height of student athletes
- Dates of attendance
- Degrees and awards received
- Class status
- Enrollment status (full-, part-time, undergraduate, graduate)
- Most recent previous educational agency or institution attended

As a service to its students, the University of Mary switchboard provides student phone listings and on-campus addresses from the student directory to members of the public who request contact information for a particular student.

Students who do not wish to have their information included in the directory or released are responsible to provide written notice to the University of Mary registrar. The notice must be received by the end of the second week of the semester to ensure that the student's information is not included in the directory.