

Family Educational Rights and Privacy Act (FERPA) Policy

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. University of Saint Mary of the Lake (USML) complies with FERPA. Under FERPA students have four rights; the right to inspect and review his or her educational records, the right to seek amendment to his or her record, the right to consent to disclosure of his or her records and the right to file a complaint with the Family Policy Compliance Office in Washington D.C.

The requests to inspect or review his or her education records should be addressed to the Rector or to the appropriate administrator responsible for the education record and will be honored without unnecessary delay, at a time mutually convenient the individual and Rector or appropriate administrator.

Any student questioning the accuracy of any education record may state his or her objection in writing to USML'S Rector, who will notify the student of his decision within 45 days of receiving the objection. A student dissatisfied with the Rector's decision may request a hearing pursuant to federal regulations at 34 C.F.R. Part 99.

FERPA further requires, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. An exception is disclosure to school officials with legitimate educational interests, on a "need-to-know" basis, as determined by the Rector. A "school official" includes anyone employed by USML in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); any person or company acting on behalf of USML (such as an attorney, auditor, or collection agent); any member of the USML Board or other governance/advisory body; and any 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 to fulfill his or her professional responsibility. USML may publicize or respond to requests for directory at its discretion. However, the use of the records for commercial or political purposes is prohibited unless approved by the Rector. Directory information is information contained in the [education records](#) of a [student](#) that would not generally be considered harmful or an invasion of privacy if disclosed. USML considers the following to be directory information:

- Name
- campus address
- current enrollment (full or part time)
- dates of attendance

Currently enrolled students may request that directory information be withheld from disclosure by making a request, in writing, to the Director of Registration and Records. USML assumes that failure on the part of the student to specifically request the withholding of any directory information indicates approval of disclosure.

Students concerned with the USML's compliance with FERPA have the right to file complaints with the U.S. Department of Education's Family Compliance Office at Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520