Family Educational Records Policy (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day Clarks Summit University receives a request for access. Students should submit to the registrar, dean, or head of the academic department [or appropriate official] written requests that identify the record(s) they wish to inspect. The school 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 school official to whom the request was submitted that official will 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 is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official who is responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school 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, contractors (see below), volunteers, and other non-employees performing institutional services and functions with legitimate educational interests under the direct control of Clarks Summit University. A school official is defined as a person employed by CSU in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom CSU has contracted for services (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; 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.
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, S.W. | Washington, DC 20202-4605**

FERPA allows institutions to disclose directory information if it has given students in attendance public notice of: (1) what the institution has designated as directory information, (2) a student’s right to refuse designation of any or all of their information as directory information, and (3) the time within which a student must notify the school, in writing, that he or she does not want any or all of the information designated as directory information. The web site for the Family Policy Compliance Office is:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and personally identifiable information without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to your education records and personally identifiable information without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your personally identifiable information, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share without your consent personally identifiable information from your education records, and they may track your participation in education and other programs by linking such personally identifiable information to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Clarks Summit University has designated the following information as “Directory Information”:

* Name
* Address
* Email address
* Telephone listing
* Field of study
* Weight and height of athletes
* Most recent previous school attended
* Photographs
* Date and place of birth
* Participation in officially recognized activities and sports
* Dates of attendance
* Degrees
* Awards (non-financial)
* Enrollment Status

Students may request to prevent disclosure of this directory information by filling out a form in the Registrar’s Office.