OHIO UNIVERSITY

Office of the University Registrar

Email Announcement

Date: September 10, 2012

To: Enrolled Students – Fall Semester

From: OHIO Registrar

Subject: Important: Annual Notification of Student Rights (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

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. 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.

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. Students may ask the University to amend a record that they believe is inaccurate or 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 University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic, 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 perform a service on behalf of the University (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 University official in performing his or her tasks. Ohio University has designated the National Student Clearinghouse as a University official. A University official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll.

4. The right of nondisclosure of designated directory/public information. Ohio University has designated the following items as directory/public information that may be released to the public without the student's consent: student’s name, local and permanent addresses, local and permanent telephone

numbers, University e-mail address, current major program(s), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment at Ohio University, degrees and awards received from Ohio University, including dates and major programs, the most recent previous educational agency or institution attended by the student, student's “also known as” (AKA) name; student standing and degree level (1st year undergraduate, 2nd year graduate, etc.); enrollment status (full time, etc.), including total hours enrolled by term; primary advisor; expected graduation date; current college and campus; residency status (Ohio resident, out-of-state student); admission status (new, continuing, etc.); record hold(s). Students who do not want their directory/public information released to third parties or students who do not want to be listed in the Ohio University online e-Directory must complete the Ohio University Confidentiality Status Request Form.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ohio University to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Please visit this site to learn more:

http://www.ohio.edu/registrar/privacy.cfm

If you have any questions about your rights under FERPA or how to exercise those rights, please send a message to registrar@ohio.edu or visit us in the 1st floor lobby, Chubb Hall.

Thank you for reading and best wishes for a successful semester!