

This notification provides students with a brief description of FERPA as it relates to the review of education records, the right to seek to amend inaccurate and misleading information, and the right to ask the University not to disclose directory information.

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### **I. The Right to Review Education Records**

FERPA (The Family Educational Rights and Privacy Act) affords a student the right to inspect and review his or her records within 45 days of receipt of a written request for access. A student should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) he or she 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.

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### **II. The Right to Seek to Amend Inaccurate and Misleading Information**

FERPA affords a student the right to request that an amendment be made to the student's educational records if he or she believes it is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask AUM to amend a record should write the University official responsible for the record, clearly identifying the part of the record he or she wants changed, and specifying why it is inaccurate or misleading. The request may not include amendments to the accuracy/fairness of grades in courses or any other assessment of academic performance.

If AUM decides not to amend the record as requested, the student will be notified 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.

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### **III. The Right to Provide Written Consent before Disclosure of Information**

FERPA affords a student the right to provide written consent before AUM discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under FERPA's exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by AUM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of AUM who performs an institutional service of function for which the University would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an

attorney, auditor, or collection agent or a student volunteering to assist 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 AUM.

Additional circumstances where consent is not required under FERPA include: Upon request, to officials of another school in which a student seeks or intends to enroll; to comply with a judicial order or lawfully issued subpoena; to provide results of disciplinary proceedings to an alleged victim of a crime of violence; to parents regarding the student's violation of any Federal, State or local law, or University policy, governing the use or possession of alcohol or a controlled substance; and in the case of a health or safety emergency.

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#### **IV. Directory Information**

Auburn University at Montgomery has designated the following information from a student's education record as "directory information," which may be disclosed under FERPA without the student's permission.

- Student's Name (including Preferred Name)
- Address (Local and Permanent)
- Telephone Listing
- Email Address
- Photograph, video or other electronic images
- Date of birth
- Major(s)/Degree Program(s)
- Dates of Attendance
- Class/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
- Degree(s) conferred (including dates), Honors and Awards (including Dean's List)
- Most recent educational agency or institution attended

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#### **V. Steps Students Must Take to Prevent Disclosure of Directory Information**

FERPA affords the right to students to request non-disclosure of "directory information" to third parties. To prevent AUM from disclosing any "directory information" to third parties, students must complete the "Request to Opt Out of Directory Information" form available from the Office of the Registrar, Suite 114, Taylor Center. Such requests may be filed at the time of the annual FERPA notification to students or at any other time during an academic year.

The request to prevent disclosure of "directory information" will remain in effect permanently, including after departure from AUM, unless subsequently changed by the student. At the time of graduation, students will be given an opportunity to release such information hold.

Any student requesting total confidentiality should be aware that this will prevent acknowledgment of his or her enrollment and the release of any and all “directory information” by AUM to potentially interested third parties such as parents, spouses, children, other family members, insurance companies, and potential employers.

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## **VI. Effective 2012**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which a student's education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without 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 a student's records and PII without 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 education records and PII without consent to researchers performing certain types of studies, in certain cases even when the University objects to or does 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 a student's PII, 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 consent PII from a student's education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student 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.

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FERPA affords students 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 20202-4605.