

# Educational Rights and Privacy Act (FERPA)

SUVA annually notifies student of the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA affords students' rights with respect of their educational records. Please refer any questions concerning the FERPA to either Student Services at [studentservices@suva.edu](mailto:studentservices@suva.edu) or to [cbo@suva.edu](mailto:cbo@suva.edu).

## Student's rights are as follows:

The right to inspect and review education records within 45 days of the day the university receive a request for access. Students must submit written requests that identify the record(s) they wish to inspect to the Registrar's Office. SUVA can then make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request an amendment to education records that the student believes is inaccurate or misleading. Students must write to the Registrar office and clearly state the part of the record they want changed and why the information is inaccurate or misleading. If SUVA decides not to amend the record as per the student's request, SUVA will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. SUVA will provide additionally information regarding the hearing procedures when notified of the student requesting a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by SUVA in an Administrative, supervisory academic research or support staff position, a person or company with who SUVA has contracted such as an attorney, auditor or collection agent, a member of the board of Trustees or anyone serving on an appeal committee or assisting another school official in performing his or her responsibilities.

If another university or educational institution seeks information in which the student is seeking to enroll request information, the student must provide their permission to disclose any relevant information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by SUVA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Polity Compliance Office, US department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.