Dear Emory University Students:

I want to take this opportunity to make you aware of Emory’s policy regarding student educational rights under the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student educational records. These rights include:

1. The right to inspect and review your education records.
2. The right to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent (i.e. Directory Information).
3. The right to request the amendment of your education records.
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.

Release of student educational information is generally not done at Emory University without the expressed, written consent of the student. However, there are some exceptions. For example, directory information includes the following, and may be released without the student’s consent:

- Whether or not the student is currently enrolled,
- The school or division in which the student is or was enrolled and the class/year,
- Dates of enrollment including full-time or part-time status,
- Degree or degrees earned, date of degree, major area of concentration and academic honors received,
- Awards of merit and participation in officially recognized activities and sports,
- Address and telephone number,
- Electronic mail address.

Please note that you have the right to withhold the release of directory information. To do so you must complete an Information Release form. This form is available from the Office of the Registrar. Please note some important details regarding placing a “No Release” on your record:

Emory University receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. By having a “No Release” on your record, no information will be released, even to those people. Your name will not appear in the University Directory or the Commencement Bulletin. The University has the obligation to comply with subpoenas and court orders regardless of the student’s request to block this information.

A “No Release” applies to all elements of directory information on your record. Emory University does not apply a “No Release” differentially to the various directory information data elements.

For further information on FERPA and Emory University’s policy statement on confidentiality and release of information please select the following link:
http://www.registrar.emory.edu/Students/FERPA/index.html
Questions concerning FERPA may be referred through email to the Office of the Registrar at registr@emory.edu.

Thank you,

Emily Tallant

Emily Tallant
Assistant Registrar for Compliance