



EMORY  
UNIVERSITY

## Office of the Registrar

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:

**The right to inspect and review your education records.**

Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation.

Requests for access specifying the records to be inspected should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322. The University will comply with a request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member.

**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).**

Release of student educational information is generally not done at Emory University without the express, 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:

- Name
- 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.

**The right to request the amendment of your education records.**

Requests for amendment to education records should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322. The University will respond to a request within a reasonable time after receipt of the request. If the request to amend is denied, the University will inform the student of its decision and his or her right to a hearing.

**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.**

Students who feel their rights under FERPA have been violated can review information from the Department of Education's Family Compliance Office and file a complaint at the following link <https://studentprivacy.ed.gov/file-a-complaint>

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/records-transcripts/ferpa.html>

Questions concerning FERPA may be referred through email to the Office of the Registrar at [registr@emory.edu](mailto:registr@emory.edu).

Thank you,

A handwritten signature in black ink, appearing to read "M. Bailey", with a horizontal line underneath.

Michael Bailey  
Assistant Registrar - Compliance