

EMORY UNIVERSITY FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. **The right to inspect and review the student's education records** within 45 days after the day Emory University receives a request for access. A student should submit to the Office of the University Registrar (registrar@registrar.emory.edu) a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Emory University to amend a record should submit their request to the Office of the University Registrar (registrar@registrar.emory.edu). The request should clearly identify the part of the record the student wants changed and specify why it should be changed.

If Emory University decides not to amend the record as requested, Emory University will notify the student 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.

3. **The right to provide written consent before Emory University discloses personally identifiable information (PII) from the student's education records**, except to the extent that FERPA authorizes disclosure without consent (see *Prior Consent Not Required*).

Emory University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes 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 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 Emory University who performs an institutional service or function for which the school 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 typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the university.

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. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

<https://studentprivacy.ed.gov/file-a-complaint>

DIRECTORY INFORMATION PUBLIC NOTICE

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Emory University defines information in the following categories as Directory Information:

- 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

Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student objects. Should a student wish to prevent the release of their directory information they may do so through OPUS by completing the following steps:

1. Log into OPUS
2. Click the Profile Tile
3. Select Privacy Settings
4. Choose FERPA Restrictions

PRIOR CONSENT NOT REQUIRED

Prior consent may not be required for disclosure of education records to the following parties:

- School officials of Emory University who have been determined to have legitimate educational interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective, a person serving on the Board of Trustees, a student serving on an official committee, such as a disciplinary committee, a volunteer or contractor outside of Emory who performs an institutional service or function for which Emory would otherwise use its own employees and who is under the direct control of the

institution with respect to the use and maintenance of personally identifiable information from education records. Legitimate educational interests include those interests directly related to the academic environment.

- Officials of other schools in which a student seeks or intends to enroll or is enrolled. Authorized representative of the Comptroller General of the U. S., the Attorney General of the U.S., the U. S. Secretary of Education, and State and local educational authorities, but only in connection with the audit or evaluation of federally supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed.
- In connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.
- Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes.
- Accrediting organizations for purposes necessary to carry out their functions.
- Parents of a student who is a dependent for income tax purposes.
- Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- In response to a court order or subpoena (The University will make reasonable efforts to notify the student before complying with the court order).
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- Parents of a student under the age of 21 who has been found with an alcohol-related disciplinary violation.