



## **Annual Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day Florida National University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Florida National 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 Florida National 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.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Florida National University to amend a record should write the Florida National University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Florida National University decides not to amend the record as requested, Florida National 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 Florida National University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Florida National 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 is a person employed by Florida National University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Florida National University has contracted as its agent to provide a service instead of using Florida National University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 Florida National University.

Upon request, Florida National University may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

(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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

According to Statute 20, United States Code, section 123g and regulations adopted pursuant thereto, Florida National University has established a classification of student information referred to as “directory information.” This “directory information” will be made available to persons on request based on availability of access. Florida National University has established the following data as “directory information”:

1. Student’s full name
2. Sex
3. Career major
4. Participation in student organizations
5. Dates of attendance (start and withdrawal dates)
6. Degree and awards received

The student has the right, upon informing the Office of the Registrar in writing, to withhold personal directory information from publication or release.