

# FERPA

## (Family Education Rights and Privacy Act) For Student

### What is FERPA?

- Is a federal law that protectd the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### Student Rights

1. The right to inspect and review your education records within 45 calendar days from the day the University received a request for access.
  - a. Must submit a written request to the Registrar Office, identifying which record(s) you want to inspect.
2. The right to request an amendment of your education records that you believe are inaccurate, misleading, or violation of your privacy rights under FERPA.
3. The right to provide written consent before the University discloses personally identifiable information from your student education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school official with legitimate educational interests.
4. The right to file a written complaint concerning failure by the University to comply with FERPA should be submitted to the Office of Registrar or to the Family Policy Compliance Office, and the U.S. Department of Education.

### Directory Information

- Directory information is personal student data that can be published in a campus telephone director or used to identify a student to outside agencies. Listed below are certain parts of directory information.
  - a. Student Name
  - b. Student U Number
  - c. Address
  - d. Major Field of Study
  - e. Date of Birth
  - f. Email Address
- A student does have the right to request to withhold directory information. The request must be submitted by the first 14 days of Fall classes.

### Non-Directory Information

- Non-directory information is information that cannot be shared without the student written consent. Listed below are certain parts of non-directory information.
  - a. Social Security Number
  - b. Race
  - c. Grades
  - d. Gender
  - e. Class Schedule



For detailed FERPA Information, please use the link below

<https://www.memphis.edu/registrar/students/records/ferpa-annual.php>