

FERPA NOTIFICATION OF STUDENT RIGHTS

Dear Student:

We want to take this opportunity to give you a brief summary of your rights under *The Family Educational Rights and Privacy Act* (FERPA), the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the Office of the Registrar to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the Office of the Registrar, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The Registrar will notify you of his or her decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has "need to know" information from your education record in order to fulfill his or her official responsibilities. Examples of people, who may have access, depending of their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve on institutional committees, and representatives of agencies under contract with 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.

Release of student record information is generally not done at Antioch University Los Angeles without a signed, written consent from the student. There are, however, exceptions. For example, directory information as defined by AULA includes name, address, email address, telephone number, dates of attendance, previous institution(s) attended, major field of study, and degree(s) conferred and date(s) of degree. Please note that you have the right to withhold the release of directory information. To do so, you must complete a "Request to Prevent Disclosure of Directory Information" form, which is available from the Office of the Registrar or on the website (www.antiochla.edu) under Student Resources / Downloadable Forms. Please note two important details regarding placing a "No Release" on your record:

1. The University receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, and the news media to name a few. Having a "No Release" on your record will preclude release of such information, even to those people.
2. A "No Release" applies to all elements of directory information on your record. AULA does not apply a "No Release" differentially to the various directory information data elements.

The University **may** disclose education records in certain other circumstances:

- to comply with a judicial order or a lawfully issued subpoena;
- to appropriate parties in a health or safety emergency;
- to officials of another school, upon request, in which a student seeks or intends to enroll;
- in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or
- to enforce the terms and conditions of the aid;
- to certain officials of the U.S. Department of Education, the Comptroller General;
- to state and local educational authorities, in connection with certain state or federally supported education programs;
- to accrediting organizations to carry out their functions;
- to organizations conducting certain studies for or on behalf of the University;
- the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime .

Details about your rights and any University policies related to the Act are available from the Office of the Registrar.