



## Miami Campus

# Carlos Albizu University Annual Notification of Student Rights under FERPA

**The Family Educational Rights and Privacy Act of 1974 (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 the 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 identify the record(s) the student wishes to inspect. The 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 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.* A student who wishes to ask the University to amend a record should write the 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 the University decides not to amend the record as requested, the 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 the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.* The 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 the 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 the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent; Carlos Albizu Alumni Association; enrollment verification, and so on); 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 the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) "Public information" may be released without student consent unless the student files the Request to Prevent Disclosure of Directory Information form requesting to the Office of the Registrar that certain public information not be released. This form is available at the Office of the Registrar and the University Web-Page; the request must be made each term. If no request was made for the last term a student was in attendance and/or the student is no longer enrolled, directory information may be released. Directory information include the following: student name; address; e-mail address, phone; major field of study; dates of attendance; admission or enrollment status; campus; school, college, or division; class standing; degrees, honors and awards received; activities; sports; and athletic information.
- (5) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Carlos Albizu 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

FERPA Web Site: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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