

## FERPA RIGHTS DISCLOSURE

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 one's own student education record within 45 days of the day the university receives a request for access. Written requests for access should be submitted by the student to the university registrar, or, if appropriate, the dean of students, the dean of the student's college or school, or other school official with control over the student education record they would like to inspect and review. The written request must contain sufficient detail to identify the record(s), as well as the identity of the person(s) who may be provided access, other than the student, if any. If the records are not maintained by the school official to whom the request is submitted, that official shall advise the student of the correct school official to whom the request should be addressed. The school official with control over the requested records will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment to one's own student education record if the student believes such record to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To seek amendment of a student education record, the student must write to the school official responsible for the record at issue. The written request must clearly identify the part of the student education record they want changed, specifying why it is inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA. Following review of the request, if the university decides not to amend the student education record, the university will notify the student in writing of the decision and advise them of their right to a formal hearing regarding the request. Information about the hearing procedures for such an appeal will be provided to the student as part of the written decision letter. After the hearing, if the university decides not to amend the student education record, the student has the right to place a statement with the applicable portion of their student education record setting forth their view about the contested information.
3. The right to provide written consent prior to disclosures of personally identifiable information contained in one's own student education record, except to the extent that FERPA authorizes disclosure without consent. Common exceptions to written consent include, but are not limited to:
  - The disclosure of a student education record to a school official, within or otherwise acting on behalf of UVM, with a legitimate educational interest.
  - The disclosure of a student education record to officials of another institution of post secondary education where the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
  - The disclosure of a student education record to outside law enforcement officials, mental health officials, and other experts in the community in the event of a health or safety emergency, or to assess a potential threat. Student education records may also be disclosed to a parent or legal guardian when their student is experiencing a health or safety emergency.
  - The disclosure of student disciplinary records to a parent or legal guardian when a student under the age of 21 has violated the law or university policy concerning the use or possession of alcohol or a controlled substance.
  - The disclosure of the final results of a disciplinary proceeding conducted by the institution, regardless of whether the institution concluded a violation was committed, to an alleged victim of any crime of violence or non-forcible sex offense.
  - The disclosure is to comply with a judicial order or lawfully issued subpoena.
  - The information is considered "directory information" and the student has not taken formal action to restrict its release.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Vermont 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 20202-5920

More detailed information is available on the FERPA Policy webpage.