

STUDENT 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 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 identifies 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 are 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); 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. Finally, "public information" may be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available at the Office of the Registrar. Public information is limited to 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 and awards; activities; sports; and athletic information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Indiana 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**

**Family Educational Rights and Privacy Act (FERPA)
Parent's Rights for Access to Dependent Student's Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects 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.

FERPA gives parents certain rights with respect to their student's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the U.S. Department of Education at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Policy Governing Release of Information in Student Records

University ID (UID) Number

The University ID is now the preferred access number for your student records. It replaces the Social Security number as the primary identifier. To help maintain the privacy of students' Social Security numbers (SSN), the Student Information System uses a new 10-digit computer-generated number. The SSN is still used for financial aid and employment information but is no longer considered a student ID number. All newly admitted students receive the 10-digit UID. They can use it to create their initial computing accounts before they arrive on campus. Students do not need to know their UIDs for registration. When they log into OneStart with their IU Network ID username and password, they are ready to register for classes. Currently enrolled students can look up their UID in the Personal Information link in OneStart.

Student Records

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act," the following is IUS's policy explaining the procedures available to provide a student appropriate access to his/her records while protecting confidentiality.

- (a) Certain definitions and principles contained in the law and proposed guidelines are specifically adopted in the policy:
- (1) "Student" is defined as one who has attended or is attending Indiana University and whose records are in the files of the university.
 - (2) Educational records do not include files retained by individuals and not accessible to any other person except a substitute faculty/staff member. Student disciplinary records, except as stipulated by law, are considered educational records and as such are protected.
 - (3) Public information is limited to name, address, e-mail address, phone, major field of study, dates of attendance, admission or enrollment status, campus, school or division, class standing, degree and awards, activities, sports, and athletic information. Records of arrests and/or convictions and traffic accident information are also public information and may be released to anyone making inquiry.
- (b) Public information shall be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available at the Office of the Registrar. Public information that cannot be restricted includes name, enrollment status, degrees, and dates of attendance.

The student may review his or her record upon request and may ask for deletions or corrections of the record in a hearing process described in detail in the *Code of Student Rights, Responsibilities, and Conduct*. References, recommendations, and other similar documents may carry a voluntary waiver relinquishing the student's right to review this specific material. The student may also release the record to others by signing a written release. For additional information, please refer to this Web site: www.indiana.edu/~iues/ferpa.htm.

Sex Offender Screening

Indiana University Southeast periodically checks the names of enrolled students against the names listed in the Indiana Sex Offenders Registry. It is the policy of IUS that no students who have been convicted of sex offenses against children shall be eligible for admission to or matriculation in any academic program that places them in direct proximity to children (people under the age of 18). Except when it conflicts with a school or division or program policy, such students will be given alternative assignments to any class projects, field experiences, practica, or extracurricular activities that would put them in proximity to children.

Student Services

The following services are offered to support and enhance the educational experience at Indiana University Southeast.

Career Services and Placement

The office is located in the University Center between the food court and the bookstore.

University Center 008

Phone: (812) 941-2275

Fax: (812) 941-2557

Web site: www.CareerServices.ius.edu

Mission Statement The Office of Career Services and Placement provides students and alumni with opportunities for career exploration, clarification, and professional growth, thereby increasing career awareness, installing personal confidence, providing enhanced employment opportunities, and encouraging them to achieve their personal and professional career-related goals. The office also provides employers access to professionally prepared students and alumni and serves as a vital and valuable career link between the institution and the community.

James A. Kanning, *Director*

Jo Hatfield, *Career Counselor*

Whitney Roberts, *Internship Program Coordinator*

Cathy Denton, *Office Services Senior Assistant*