

## **PURCHASE COLLEGE FERPA ANNUAL NOTIFICATION**

### **Annual Notification of Students Rights Under The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford eligible 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 after the day the Purchase College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The college registrar will make arrangements for access and notify the student how the records may be inspected.
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 school to amend a record should write the college registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. Note: This does not apply to the situation in which a student disagrees with an evaluation, grade or outcome for an academic study

If the school decides not to amend the record as requested, the school 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 college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school 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 Purchase College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Purchase College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 Purchase College.

Other exceptions not requiring consent for disclosure include forwarding educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll; providing information to authorized representatives of the comptroller general of the United States and the Department of Education; the accrediting organizations carrying out their functions; to comply with judicial order; and in the event of a health or safety emergency.

4. Some information is considered public and is referred to as "Directory Information". This information can usually be released without the student's written permission. However, the student may choose to restrict access to their Directory Information as well, making even their directory information confidential. Directory Information at Purchase College includes:

name, address and phone, email address, date of birth, photographs, dates of attendance and graduation, major fields of study and degrees, matriculation status, full-time or part-time status, class level, awards, athletes height and weight, and participation in recognized College activities.

Students can choose not to have their directory information released by completing a "Suppression of Directory Information" form available at the Registrars' Office.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Purchase College 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

6. Purchase College's complete FERPA policy is available online at <http://www.purchase.edu/Departments/Registrar/ferpafullpolicy.aspx>.