



## ANNUAL NOTICE TO STUDENTS

**The Family Educational Rights & Privacy Act of 1974 (FERPA)** is designed to protect the privacy of students. It does this by giving students certain rights with respect to their education records. In brief, these rights are:

1. The right to inspect and review the student's education records within 45 days of receipt of such request. Specific documents which students have waived their right to inspect remain confidential.
2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. The specific procedure to follow is available upon request.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records by written permission, with the student's signature and date.
4. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to *any* third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education, "such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases *even when we object to or do not request such research*. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
5. 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.
6. The right to obtain a copy of the complete University policy regarding FERPA. This can be obtained in the Office of the Registrar, 3<sup>rd</sup> floor, Clark Hall.

The University may establish categories of information known as "**Directory Information**" and release this information without student consent, upon request to individuals external to the institution. Certain categories of Directory Information are also available through the "Find People" search on IUP's website.

Directory information includes the following:

- Name, address, telephone number
- Dates and status of attendance (enrolled, part-time/full-time) and previous institutions attended
- Degrees conferred
- Major field of study and class
- Awards and honors
- Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes)
- E-mail username

In addition, access to a student's education record may be permitted by University faculty and staff for legitimate educational purposes where access is necessary to complete their University-related duties.

In accordance with FERPA and its underlying regulations, Indiana University of Pennsylvania may release directory information related to students without violating privacy rights. Indiana University of Pennsylvania, however, does not make directory information available to the public. Indiana University of Pennsylvania limits the release of directory information for official university purposes e.g. (1) identifying athletic team members; (2) publishing names of scholarship recipients and students on graduation and Dean's lists; (3) issuing academic awards; (4) verifying enrollment or degree status and (5) providing such information to organizations that are officially affiliated with the University or with whom the University has a contractual relationship. See 34 C.F.R §99.37(d).

**If you choose not to have directory information released to an external party and not available through "Find People" you must complete a Non-Disclosure Form.** Non-disclosure forms are available at the Registrar's Office, 3rd floor Clark Hall or can be downloaded from the web at [www.iup.edu/registrar](http://www.iup.edu/registrar).

You can also identify individuals to whom your educational record information **CAN** be released. Simply go to [www.iup.edu/registrar](http://www.iup.edu/registrar) and click on "Access Student Record Release Authorization" found in the left-hand column for additional information on this optional service.