



Division of Academic Affairs
Office of the Registrar

Student Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access;**

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar 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 Registrar to whom the request was submitted, then the Registrar shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student's education records that the student believes is inaccurate;**

Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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.

- **The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosures without consent;**

One exception, which permits disclosure without consent, is 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 (such as an attorney, auditor, or collection agency); 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 interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Maryland Eastern Shore to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA are:

FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605