

FAMILY EDUCATION RIGHTS AND PRIVACY ACT, 1974 (FERPA)

Annually, Florida Gulf Coast University informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. Records & Registration will disclose FERPA information by publishing a notice in the FGCU Catalog. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the University's education records policy.

These student rights include:

1. The right to inspect and review the student's education records within 30 days of the day the University receives a request for access. Students should submit to Records & Registration a written request that identifies the education record(s) they wish to inspect. If the records are not maintained by Records & Registration, the Registrar (or designee) shall advise the student of the correct official to whom the request should be addressed. The appropriate University official will arrange for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without prior consent of the student is disclosure to University officials with legitimate educational interests. A University official is a person employed by the University as a member of the faculty or staff, members of the FGCU Board of Trustees, or a person under contract to the University to perform a task such as a consultant, attorney or auditor. Student or community members of University committees also are included in the definition of University officials as are student employees assisting a University official in performing his or her tasks. Inter-institutional disclosure may be made between FGCU and entities that administer or participate in joint programs or activities and that further a legitimate educational interest because such disclosures are considered made to "University officials". Directory Information at Florida Gulf Coast University is defined as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory Information will be made available to the general public unless the student notifies Records & Registration in person or in writing of the

wish for privacy before the last day to add classes. Refer to the Non-Disclosure of Directory Information section for more information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida Gulf Coast 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 20202-4605

For additional information:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>)
<https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/>