

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law that protects the confidentiality of student educational records. Under this act, the student has the right to access their educational records, the right to request corrections to these records, and the ability to limit disclosure of information from these records. A student's FERPA rights begin when they register at SAU, regardless of age. Finally, a student is eligible under FERPA to file a complaint with the Department of Education.

WHAT IS AN EDUCATIONAL RECORD?

An educational record is just about any information provided by a student to the university for use in the educational process including:

- Personal information
- Enrollment records
- Grades
- Schedules

A student educational record may include but is not limited to a document in the Office of the Registrar, a computer printout in a faculty member's office, a computer display screen, or notes taken during an advisement session.

WHAT IS DIRECTORY INFORMATION?

St. Ambrose University may disclose "directory information" on a student without violating FERPA. This information can be released or published without the student's written consent.

The following is classified as directory information:

- Name
- Telephone number
- Local Address
- Hometown
- Enrollment status
- Dates of attendance at SAU
- Expected date of graduation
- Awards and academic honors
- SAU degree(s) and date(s) awarded
- Academic program
- Name(s) of advisor(s)
- Full- or part-time status
- Previous educational institutions attended
- Mailing address

- Gender
- Date and place of birth
- Weight and height of members of athletic teams
- Parents/Guardians names & addresses
- Participation in officially recognized activities and sports
- University email address
- Photograph(s) and/or video footage

The student can request this information be restricted by completing the Privacy Request form (pdf).

DISCLOSURE OF EDUCATIONAL RECORDS

SAU will disclose information, outside of directory information, from a student's educational record only with the written consent of the student except in the following circumstances:

SAU officials with a "legitimate educational interest"

- A school official is a person employed by the University in an administrative, clerical, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a faculty member; a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on the Board of Directors; 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 responsibility.
- Authorized representatives of the US Dept. of Education or State educational authorities carrying out official duties
- Persons in connection with the Financial Aid process
- Accrediting agencies for accreditation purposes
- Institutions MAY disclose educational records pursuant to lawfully issued subpoenas and court orders when a reasonable attempt is made to give the student prior notice. Prior notice is not required when the disclosure is made pursuant to a law enforcement subpoena or court order that specifies that the existence or contents of the subpoena or court order not be disclosed.
- Appropriate individuals in connection with a serious health or safety emergency involving a student § A court when the institution initiates legal action against a student (and gives the student prior notice of the intended disclosure) § Institutions may disclose without consent information about certain disciplinary actions taken against students to other institutions
- Solomon Amendment gives military service members assigned to recruiting branch of the DOD access to "student recruiting information"
- Agencies needing information regarding F, J or M visas (non-immigrant visa)

- USA PATRIOT ACT of 2001 -- Section 507 of the USA PATRIOT ACT amends that an institution may disclose educational records related to an authorized investigation when the court has issued an ex parte order permitting the Attorney General (or designee) to collect, retain, disseminate, and use such information in connection with the investigation or prosecution. The authorized investigation or prosecution must be an offense or act related to domestic or international terrorism.

Requests to disclose educational information will be handled with caution and approached on a case-by-case basis.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may review their educational records upon request to the Registrar or Assistant Registrar. To assist us in better serving you, the student, please indicate the information you would like to inspect. Arrangements will be made to review these records within 45 days of the request.

If a record contains information about more than one student, the student may inspect only records that relate to himself/herself. The student has the right to inspect the record in question but the University does not routinely make copies of this information for students. Request for copies will be considered on an individual basis.