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**POLICY TITLE:** Privacy Rights

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**POLICY PURPOSE:** To establish the University's policy with respect to student's privacy rights under the Family Educational Rights and Privacy Act (FERPA).

**BACKGROUND:** FERPA generally provides students with the opportunity to inspect and amend their educational records, and to have their educational records held private by the institution, subject to certain exceptions.

**APPLIES TO:** Faculty, Staff, Students

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records:

1. 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 University Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students 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 Registrar, 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 an 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 consent is disclosure to school officials with legitimate educational interests. A school official includes, but is not limited to, 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 agent); organizations conducting certain studies for or on behalf of the school; a person serving on the Board of Trustees; 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; or appropriate officials in cases of health and safety emergencies.

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.

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

4. The right to file a complaint with Fort Hays State University alleging that the University violated any student rights under FERPA at the following address:

Fort Hays State University  
Office of the Registrar  
Picken Hall 302  
600 Park Street  
Hays, KS 67601

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Hays State University to comply with the requirements of FERPA at the following address:

Family Policy Compliance Officer  
US Department of Education  
600 Independent Avenue SW  
Washington, DC 20202-4605

#### Student Directory Information

The following types of personally identifiable information are designated as student directory information by Fort Hays State University. They include the student's:

1. Name
2. Address
3. E-mail address
4. Telephone number
5. Grade level
6. Major Field of study
7. Participation in officially recognized activities
8. Weight and height of athletic team members
9. Dates of attendance

- 10. Degrees
- 11. Awards received
- 12. Most recent previous educational institution attended

The Registrar is designated as the Student Privacy Officer. Students have the right to notify the institution that they do not want any or all of the types of information listed above to be designated as directory information. Notification must be in writing and must be received by the Registrar prior to the beginning of the academic semester. Notification forms are available in the Office of Registrar, Picken Hall 302.

FERPA privacy rights attach at the time a student applies at FHSU.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

FERPA, privacy rights, directory information, other school officials

**RESPONSIBLE  
OFFICE:**

Registrar's Office

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Registrar

**ORIGINATION DATE:** 03/09/00

**REVIEW CYCLE:** Every 3 years

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**POLICY ADDRESS:**

**LAST  
APPROVED ON:**

Adopted by President's Cabinet 3/28/2018

**REVIEW/CHANGE  
HISTORY:**

Adopted by Cabinet 09/02/14  
Adopted by Cabinet 03/09/00  
Adopted by Cabinet 01/10/90

**NEXT REVIEW  
DATE:**

3/2021

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