

# FERPA/ANNUAL NOTIFICATION

## Annual Notification for DePaul Students: Your FERPA Rights

We want to take this opportunity to provide you with a summary of your rights under The Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records. Please view Understanding FERPA, a DePaul Central Learning Center video for information and instructions.

Your FERPA rights include:

1. The right to inspect and review your education record within 45 days after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to provide written consent before DePaul discloses personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

Some examples of exceptions include:

- School officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a professional need to review your education record in order to fulfill their official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve an official institutional committees, and representatives of agencies under contract with the University.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary

to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to:
  - i. develop, validate or administer predictive tests;
  - ii. administer student aid programs; or
  - iii. improve instruction.
- To accrediting organizations in order to carry out their accrediting functions.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."

Directory information may be released without your written consent and includes the following: name, address, e-mail, telephone number, date of birth, college of enrollment, year in school, major, enrollment status (including current enrollment, dates of attendance, full-time/part-time or withdrawn), degrees, awards and honors received (e.g., Dean's List recognition), participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including ID pictures), videos depicting and/or concerning University life, and previous educational institutions attended. Please note that you have the right to withhold the release of directory information except to the extent that FERPA authorizes disclosure without consent (see #3 above).

To withhold the release of your directory information, you must log into the student portal, Campus Connect, and, under Student Privacy settings, indicate your preference. Please note two important details regarding placing a "No Release" on your record:

- i. A "No Release" on your record will prevent your name from being included on lists of students released to honor societies, dean's list and graduation announcements to local newspapers, and enrollment and degree verification to anyone, including potential employers.
  - ii. A "No Release" applies to all elements of directory information on your record.
4. 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.

For additional information, please consult the U.S. Department of Education website (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/?src=rn>).

Questions concerning FERPA should be referred to DePaul Central:

### DePaul Central

Lincoln Park: Schmitt Academic Center, 101

Loop: DePaul Center, Suite 101

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