

Annual Notification of Rights under FERPA for Postsecondary Institutions

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

(1) The right to inspect and review the student's education records within 45 days of the day the SCNM receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The SCNM official 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 SCNM official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask SCNM to amend a record should write SCNM official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If SCNM decides not to amend the record as requested, SCNM will notify the student in writing of the decision and the student's 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 provide written consent before SCNM discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

SCNM discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SCNM 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 SCNM has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); 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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SCNM.

Upon request, SCNM also discloses 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 the U.S. Department of Education concerning alleged failures by SCNM 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 20202-5901**

In addition, SCNM defines its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA as follows:

Student's name, address, photo, phone number, e-mail address, dates of attendance, enrollment status, program of study, graduation date, and degree/awards earned. Forms are available at the Enrollment Services Center or Registrar's Office for a student to request that SCNM withhold all directory information.