



Privacy Act (FERPA)

Chaminade University applies as policy the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) deals specifically with the educational records of students, affording students certain rights with respect to those records. These rights include:

1. The right to inspect and review their own educational records within 45 days of the day the University receives a written request for access. Students should submit to the Records Office written requests that identify the record(s) they wish to inspect. The Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment or correction of educational records that the student believes are inaccurate or misleading. The student 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.
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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 is a person employed by the University in an administrative, supervisory academic or research, or support staff position (including security unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; 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 educational record in order to fulfill his or



her professional responsibility. Upon request, the University discloses education records to officials of another school in which a student seeks or intends to enroll.

4. The right to file complaints with the Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 500 Independence Avenue, SW, Washington, DC 20202-4605.

Chaminade University designates the following categories of student directory information. Such information may be disclosed by the University for any purpose, at its discretion.

Category I: Name, address, telephone number, dates of attendance, enrollment status, class.

Category II: Previous institutions attended, major fields of study, awards, honors (includes Dean's List, degrees conferred including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes, date and place of birth).

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, currently enrolled students may withhold disclosure of any category of information. To withhold disclosure, written notification must be received in the Records Office at the time of registration or during the add/drop period. Forms requesting the withholding of directory information are available at the Records Office.

Chaminade University assumes that failure on the part of any student to specifically request the withholding of directory information indicates approval for disclosure. Requests for withholding of directory information are effective for one academic year.

The institution will honor the students request to withhold any of the categories listed above but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability for honoring his/her instructions that such information be withheld.

Parental Notification

Chaminade University strongly believes in the value and importance of the family. The family has great



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potential for encouraging students to pursue academic goals and to develop ethical decision making skills. Therefore, in keeping with provisions of the federal Family Educational Rights to Privacy Act as amended, Chaminade University may notify a parent or guardian if a student, who is a dependent as defined by the Internal Revenue Service Code, is at risk of receiving serious academic or disciplinary sanctions.

It is the intention of this policy to partner with parents or guardians so as to maximize the value of the educational experience and to help the student understand the ramifications of his or her behavior.

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Notification may be done in the following instances:

1. the student has been found in violation of any of the Prohibited Conduct rules, as stated in the Student Code of Conduct.
2. the student is in danger of losing financial support from scholarships or government loans.
3. the student has been placed on academic probation.
4. the student has withdrawn or is facing withdrawal from the University.

A parent or guardian may have access to a student's educational records when the student:

1. has authorized access to his/her records; or
2. is a dependent as defined by the Internal Revenue Service Code.

The University will pursue both of the following options to establish the list of students for whom educational records can be shared with parent or guardian.

Student will be given the opportunity to sign an authorization form at registration time and/or at any other convenient time.

Parents will be asked to provide IRS documentation of dependency, if they wish to be informed in the cases indicated above. This can be done at the parent's orientation program and in mailings to the parents. The documentation should include the parent or guardians name and address.

Written notification including a University contact number will be sent to the parent or guardian at the appropriate address.