

FERPA

Annual Notification of Student Rights

Oakwood University informs students of the Family Educational Rights and Privacy Act (FERPA) annually. FERPA affords eligible students certain rights with respect to their education records. These rights include:

- The right to inspect and review their education records within 45 days of their request
- The right to request an amendment to their education records
- The right to consent to disclosures of personally identifiable information contained in their education records, except when FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

PROCEDURES FOR ACCESS TO STUDENT RECORDS

A student can submit a request to the right to inspect and review the student's education records within 45 days after the day Oakwood University receives a request for access. A student must submit a written request to the Registrar's Office to inspect and review their records. The request must include:

1. Specify the records to be disclosed;
2. Include the purpose or purposes of the disclosure;
3. State the party or parties and the address to whom the information is to be disclosed.

The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. A University official may be present when the student inspects and reviews his or her educational records.

If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

AMENDING EDUCATIONAL RECORDS

Students may request that any information contained in their educational records, which they consider to be inaccurate, misleading, or in violation of their privacy or other rights, be amended or deleted from the records. A student should write the school official responsible for the record, clearly identify the part of the record the student wants to be changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (A grade or other academic scores may not be amended, except that the accuracy of recording the information may be challenged).

FERPA

Annual Notification of Student Rights

DIRECTORY INFORMATION

The following is considered "Directory Information" at Oakwood University and will be made available to the general public unless the student notifies the Office of the Registrar in writing to be excluded.

Directory information includes the following student information:

- Name
- Address (local and permanent)
- Telephone number (local and permanent)
- Personal email address
- Date and place of birth
- Enrollment status (full-time or part-time)
- Class standing (freshman, sophomore, junior, senior, or graduate student)
- Major field of study
- Dates of attendance
- Degrees and awards/honors received
- Most recent institution previously attended
- Participation in officially recognized activities and sports
- Weight and height statistics of athletic team members
- Photograph

While attending Oakwood University, students may request to restrict the release of their Directory Information except to university officials with a legitimate educational interest. In order to restrict all information, a FERPA Directory Information Restriction Opt-Out form must be completed: <https://forms.oakwood.edu/Forms/Opt-Out-Directory-Info>. Should the student graduate or otherwise leave the university, this restriction will remain in place until the student requests it to be removed.

PARENTAL ACCESS TO RECORDS

Reference: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

FERPA DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION WITHOUT STUDENT CONSENT

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to university officials (as defined above), disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Under certain circumstances, the campus is permitted to release information without the student's consent. Examples of individuals or circumstances prompting permissible disclosure without consent include, but are not necessarily limited to:

- School officials who have a legitimate educational interest in the records.
- Parents of an eligible student who is claimed as a dependent for income tax purposes.
- Appropriate parties in a health or safety emergency.

FERPA

Annual Notification of Student Rights

- The parent or legal guardian of a student under the age of 21, when that student has broken University policy or state or federal law as it applies to the use and/or possession of alcohol or controlled substances.
- In cases involving the results of a disciplinary hearing where the alleged victim has been subject to a crime of violence.
- To comply with federal laws, such as the Patriot Act.
- To comply with other federal or state legislation passed subsequent to FERPA, including but not limited to the Tax Payer Relief Act.
- To comply with an Alabama judicial order or lawfully issued subpoena.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oakwood University 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

References

U.S. Department of Education; Family Educational Rights and Privacy Act (FERPA), www.ed.gov/policy/gen/guid/fpco/ferpa