

# **Family Educational Rights and Privacy Act (FERPA)**

## **Access to Education Records ----- Annual Notice to Students**

University of the Sciences in Philadelphia fully complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This law is sometimes referred to as the Buckley Amendment.

The Act grants students specific rights and protections with regard to their education records. It governs access to, release of, and corrections to the records kept by the University on current and former students. These rights do not extend to individuals who never actually attend the University.

Students wishing to review or correct their education records should submit a written request to the registrar indicating which records they wish to review or what corrections they believe are necessary. If the records in question are not in the control of the registrar, the request will be forwarded to the appropriate University official. While prompt attention is given to all such requests, the University reserves the right to respond no later than 45 days after receiving a request.

Education records are available to University officials and agents with legitimate educational interest. Such interest exists when access to the records is necessary for the official or agent to perform his/her professional duties. An agent may include a person or company (including contractors and consultants) with whom the University has contracted to provide a service that the University would otherwise perform and may include a communication and data service, an attorney, an auditor, a collection agent, etc. This also may include officials at other educational institutions with which USciences has a partnership agreement for student enrollment. Personally identifiable information from students' education records is only released, other than to University officials and agents, upon a specific written and dated request from the student or as provided for by federal or state law.

The following information related to a student is considered "Directory Information," and the University reserves the right to disclose it to anyone inquiring without the student's written consent, unless the student, during the drop/add period each semester, informs the registrar in writing, that any or all such information about him/her is not to be released without his/her written permission: the student's name, address, e-mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees and awards received, photograph, and other similar information.

A copy of the University's policy in compliance with FERPA can be obtained upon request from the Registrar's Office. All questions regarding FERPA should be directed to the registrar. Information is also available from, and students have a right to file a complaint regarding compliance with, the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.