



ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

This notification is to provide eligible students in attendance with information regarding their rights under the [Family Educational Rights and Privacy Act of 1974](#) (20 U.S.C. § 1232g; 34 CFR Part 99) (FERPA), the federal law that governs release of and access to student education records.

Under the terms of FERPA, “eligible students” are those who have reached 18 years of age or are attending an institution of postsecondary education; and “attendance” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

For FERPA compliance purposes, San Ignacio University defines a student as an individual who is or has attended the University and for whom the University maintains education records. This definition includes early matriculants (fall semester admits attending summer term), former students, individuals who are taking classes for academic credit but have not been admitted to a degree or certificate program, visiting students, and alumni. This definition does not include prospective students, applicants who have been admitted but did not attend, applicants who have been denied admission, and individuals participating in lifelong learning/continuing education programs not taken for academic credit available through one of SIU’s academic divisions. Parents of individuals under the age of 18 in attendance at a university program that does not offer a postsecondary degree or certificate shall retain FERPA rights for the participant.

For FERPA compliance purposes, San Ignacio University considers students to be in attendance on the first day of the first term in which the student is enrolled for academic credit in one or more classes as part of degree or non-degree offerings under any instructional delivery method/modality.

FERPA grants eligible students in attendance the following rights:

(1) Students have the right to inspect and review their education records within 45 days of the date that SIU receives an official request for access. Students seeking to inspect and review their education records must submit a [Request to Inspect and Review Education Records form](#), which must clearly identify the records that the student wishes to inspect and review. SIU will make arrangements for access and notify students of the time and manner in which the records may be inspected and reviewed.

(2) Students have the right to seek amendment of education records they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights. Students seeking to amend their education records must submit a Request to Amend Education Records form, which must clearly identify the part of the record the student seeks to amend and provide a rationale for their request. If a student’s request is denied, the student will be informed of the decision and of their right to a hearing. Students seeking a hearing must submit a Request for a Hearing Under FERPA

(3) Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent, as is the case for disclosures to university and school officials with legitimate educational interests.

(a) “University and school officials” are administrators and staff members of the university; persons serving on the San Ignacio University Board of Directors; disciplinary or grievance committees; and contractors, consultants, volunteers or other parties to whom SIU has outsourced institutional services or



functions, provided that the outside party is under the direct control of the University with respect to the use and maintenance of education records and performs an institutional service or function for which the University would otherwise use employees.

(b) “Legitimate educational interests” are any actions or interests affecting the academic and administrative situation of a student who is the subject of the education record; and any action or interest relating to the planning, execution, and evaluation of academic and administrative programs of the University and organizations and institutions with which the University is affiliated, or which are utilized by the University.

FERPA also permits institutions to establish and disclose without consent a student’s directory information; however, students have the right to withhold the release of directory information. If student directory information is restricted, SIU may not disclose it without consent of the student, except in limited circumstances in which disclosure without consent is permitted under the terms of FERPA (including health and safety emergencies and disclosure to school officials with legitimate educational interest). Please note that restricting release of directory information may result in consequences such as SIU being unable to verify directory information to outside entities such as insurance companies or prospective employers.

San Ignacio University has established the following as directory information:

- Name of a student who is in attendance or who has been in attendance;
- Name pronunciation;
- Local address of a present or former student;
- SIU e-mail address of a present or former student;
- Major field of study of a present or former student;
- Dates of attendance;
- Degrees and awards received, and appropriate dates;
- Photograph (still, video, audio); and
- Classification (enrollment status) and level of study.

In addition to the disclosures of personally identifiable information permitted to university and school officials with legitimate educational interests; and disclosures of unrestricted directory information to third parties; students should be advised that SIU may also forward a student’s education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer.

(4) Students have the right to file complaints with the Department of Education concerning alleged failures of SIU to comply with FERPA.

FERPA complaints may be mailed to the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520