

AMERICAN JEWISH UNIVERSITY NOTICE OF RIGHTS (FERPA)

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 after the day the University receives a request for access.** Students who wish to inspect their educational records (with the exception of those specifically exempted by Part 99 of Title 34 of the Code of Federal Regulations) should submit a written request to the Registrar that identifies as precisely as possible the record(s) they wish to inspect. The Registrar, or another appropriate university officer, will make arrangements for access and notify the student of the time and place where the records may be inspected. Students have the right to a copy of their education record which is subject to review only when failure to provide a copy of a record would effectively prevent the student from inspecting and reviewing the record, as determined at the discretion of the Registrar. When a record contains information about more than one student, the student may inspect and review only the records related to them.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the University to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the Registrar 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. Note, the right to challenge the contents of an educational record may not be used to question substantive educational judgments that have been correctly recorded or to contest the assignment of a grade.
3. **Students have a right to restrict the release of personally identifiable information contained in their education records except to the extent that FERPA permits disclosure without consent.** Among the circumstances in which disclosure is permitted without consent are these:
 - a. Education records and personally identifiable information obtained from those records may be disclosed without the student's consent to university officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic, research or staff position; 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 Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

- b. “Directory information” may be disclosed without prior consent. The University has designated the following categories of information as “directory information” and will release this information without prior consent by the student: the student’s name, addresses (including email addresses), telephone numbers, date and place of birth, school, class, current enrollment status, major field of study, photographic, video or electronic images, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous school attended. Students have the right to block disclosure of their directory information. Any student wishing to do so should submit a written request to the Registrar. Such a request may be made at any time. However, the university cannot alter printed materials which have already been prepared and students are therefore advised to submit such requests no later than September 1 of the relevant academic year.
 - c. Education records and personally identifiable information obtained from those records may, upon request, be disclosed without the student’s consent to officials of another school in which the student is enrolled or seeks or intends to enroll.
 - d. Education records may be provided to the parents of financially dependent undergraduates. The University assumes that undergraduate students are financial dependents of their parents (as defined by the Internal Revenue Service) and, may, under appropriate circumstances, provide education records to those parents without the student’s consent. Undergraduate students who are not financially dependent and do not wish to permit their parents access to their education records should advise the Registrar in writing and provide evidence of financial independence. Graduate and professional students are not assumed to be financially dependent upon their parents for these purposes and the university requires such student’s consent for the disclosure of education records to their parents.
 - e. In rare cases, the University may need to disclose personally identifiable information where necessary to address health or safety emergencies involving the student or any other individual.
 - f. Information concerning other exceptions is available from the Registrar.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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