

Notification of Rights under 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 of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are 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 University official responsible for the record, 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 University 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.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for 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 law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (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 school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(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 20202-5901

CONFIDENTIALITY OF STUDENT RECORDS AND THE UNIVERSITY OF MOBILE

The University of Mobile is in compliance with the provisions of the Family Educational Rights & Privacy Act of 1974, which provides that an institution maintain the confidentiality of students' educational records. Students have the right to inspect and review information contained in their educational records and to challenge the contents. (The University will provide the requested information within 45 days as provided by the Act.) If the response to a challenge is unsatisfactory, a student may submit explanatory statements to be included as a part of the file.

The University may release directory information as provided by the Act to include: name, address, telephone number, date and place of birth, major, study load, dates of attendance, degrees and awards received, previous attendance at other educational institutions, participation in officially recognized sports and activities, and weight and height of athletic team members. A student may withhold release of this directory information by notifying the registrar in writing within two weeks of the beginning of an academic period (semester). A detailed statement of policies and procedures is available upon request.

FERPA restrictions apply to all student records, whether the courses are taught in traditional classroom settings or delivered through online instruction. To assure the identity of students engaged in online coursework, all students must use University assigned RamsMail email for communication with other students and faculty through My UM course pages. The University collects no private information from students enrolled in online courses except that information that students choose to make available. Personal information (other than that defined as directory information) is used only for those purposes specifically authorized by the student. When students choose to restrict the release of personal information, all restrictions apply equally to information shared on campus or in distance education courses.