

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. This document outlines the Institute's policies for the handling of student educational records, which are protected by this federal law. All educational officials requesting educational records on any student must read the following policies and demonstrate a legitimate educational interest in order to access FERPA-protected information.

This information is also provided to all students of the Institute as required by federal law, in accordance with the Annual Notification Requirement. Students have three primary rights under FERPA: (1) the right to inspect and review their education records; (2) the right to seek to amend education records; and (3) the right to have some control over the disclosure of information from their education records.

The Institute is in compliance with FERPA, which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged failures by the Institute to comply with provisions of the act. Such complaints should be sent to the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

The Institute has adopted a policy that explains in detail the procedures used for compliance with the provisions of the act. Copies of the policy are available upon request in the Office of Academic Records or may be printed from the website.