

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law that protects the confidentiality of student educational records. Under this act, the student has the right to access their educational records, the right to request corrections to these records, and the ability to limit disclosure of information from these records. A student's FERPA rights begin when they register at SAU, regardless of age. Finally, a student is eligible under FERPA to file a complaint with the Department of Education.

WHAT IS AN EDUCATIONAL RECORD?

An educational record is just about any information provided by a student to the university for use in the educational process including:

- x Personal information
- x Enrollment records
- x Grades
- x Schedules

A student educational record may include but is not limited to a document in the Office of the Registrar, a computer printout in a faculty member's office, a computer display screen, or notes taken during an advisement session.

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- x USA PATRIOT ACT of 2001 Section 507 of the USA PATRIOT ACT amends that an institution may disclose educational records related to an authorized investigation when the court has issued an ex parte order permitting the Attorney General (or designee) to collect, retain, disseminate, and use such information in connection with the investigation or prosecution. The authorized investigation or prosecution must be an offense or act related to domestic or international terrorism.

Requests to disclose educational information will be handled with caution and approached on a case-by-case basis.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may review their educational records upon request to the Registrar or Assistant Registrar. To assist us in better serving you, the student, please indicate the information you would like to inspect. Arrangements will be made to review these records within 45 days of the request.

If a record contains information about more than one student, the student may inspect only records that relate to himself/herself. The student has the right to inspect the record in question but the University does not routinely make copies of this information for students. Request for copies will be considered on an individual basis.