



Holy Apostles *College & Seminary*

Cultivating Catholic Leaders for Evangelization

Notification of Rights under FERPA & Notice for Directory Information

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 Holy Apostles College & Seminary (hereinafter referred to as Holy Apostles) receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar 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 Holy Apostles, the registrar 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 Holy Apostles 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 Holy Apostles decides not to amend the record as requested, the registrar at Holy Apostles 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 Holy Apostles discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Holy Apostles 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 Holy Apostles in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Holy Apostles has contracted as its agent to provide a service instead of using Holy Apostles' employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a seminarian or student serving on an official 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 Holy Apostles. 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 Holy Apostles 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

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Holy Apostles College & Seminary (hereinafter, Holy Apostles), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Holy Apostles may disclose appropriately designated "directory information" without written consent, unless you have advised Holy Apostles to the contrary in accordance with Holy Apostles' procedures. The primary purpose of directory information is to allow Holy Apostles to include this type of information from your education records in certain publications of Holy Apostles. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Holy Apostles to disclose directory information from your education records without your prior written consent, you must notify Holy Apostles in writing by the second Monday following the commencement of classes. Holy Apostles has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended