

Lawrence University
Student Records and the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords all students who attend a postsecondary education institution certain rights with respect to their education records. They are:

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 a written request identifying the record(s) to be inspected to the registrar, dean, head of the academic department, or other appropriate official. The school 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 school 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 or misleading.*

Students may ask Lawrence University to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Lawrence University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her 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 consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

A student must give consent in writing before Lawrence University can release any personally identifiable information from the student's education records, except to the extent that FERPA allows disclosure without consent.

Lawrence University does not automatically send information about academic progress or disciplinary actions to **parents or guardians**. It is the student's responsibility to communicate such matters to family members, and others, as needed. Lawrence students may have their grades sent directly to their parents by completing a release form available in the registrar's office. Parents who want access to the education records of their children must present a written authorization from the student, or a certified copy of their most recent federal tax return showing the student's dependent status, to the registrar before information can be released. Students who need to report their academic progress or enrollment status to other parties, such as scholarship foundations, graduate schools, or prospective employers, must submit a written request to the Registrar's Office before a transcript or other documentation will be released.

The Dean of Students or designee reserves the right to contact a parent or legal guardian to disclose information about any violation of federal, state, or local law or any university policy governing the use or possession of alcohol or a controlled substance. The decision to contact a parent or legal guardian will be based on professional staff's review of an incident(s) for pattern and severity in a student's behavior.

One exception which permits disclosure without consent is disclosure to **school officials** at Lawrence University with a legitimate educational interest in a student's education record. At Lawrence University a "school official" is a trustee, officer, or person employed in or appointed to a Lawrence University administrative, supervisory, academic or research, support staff, or volunteer position; a person or company with whom Lawrence University has contracted (such as an attorney, auditor, or collection agent); 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 **legitimate educational interest** exists if the information requested is relevant and necessary for a school official to perform appropriate tasks or to make a judgment within the scope of the official's assigned responsibilities. The task or judgment must a) be related to the student's education, b) be related to the discipline of a student, c) provide a service or benefit relating to the student, such as health care, counseling, financial aid, recommendations, or selection for awards, prizes, or membership in honorary societies, or d) be required to conduct institutional research to support the educational mission of the university. Disclosure to a school official having a legitimate educational interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to another party.

Under FERPA information designated by Lawrence University as **directory information** may be released without written consent, unless the student requests non-disclosure. Directory information may be released by the institution for any purpose, at its discretion. Lawrence University has declared the following items to be directory information:

Category I	name, address, telephone number, dates of attendance, class
Category II	previous institutions attended, major field of study, awards, honors, degree(s) conferred (including dates)
Category III	past and present participation in officially recognized sports and activities, physical factors (such as height and weight of athletes), date and place of birth
Category IV	e-mail address
Category V	photographs or other visual images

Use of directory information includes, but is not limited to, the following:

The university maintains an electronic directory of students, faculty, and staff on the Lawrence WWW site. Student e-mail addresses are made available to the general public. Campus and home address and phone information is accessible only to those members of the campus community who have a campus network account. This information is intended for the private use of Lawrence University students, faculty, and administrators. Its use for commercial, promotional, or partisan political purposes is forbidden by the university.

Lawrence University visually records many campus events and daily activities, such as convocations, concerts, classes, athletic events, and other public occasions. These images as well as other information about students, faculty, and staff are published regularly as part of the university's coverage of campus life and portrayal of the university to a variety of audiences. Publications include print media, such as *Lawrence Today*, and the university's WWW site.

The registrar's office routinely responds to phone requests from prospective employers, insurance companies, and other organizations seeking confirmation of a particular student's degree, academic program, or attendance. The federal Solomon Amendment requires Lawrence to provide lists of currently enrolled students to military recruiters upon request.

Enrolled students may ask Lawrence to **withhold disclosure** of any of the above categories of information by completing a non-disclosure form, available in the registrar's office. Continuing students must complete a new form each year. Non-disclosure instructions in effect at the time a student takes a leave of absence, withdraws, or graduates from the university will remain in effect until the student rescinds those instructions in writing. Students who wish to be excluded from the directory on the university's WWW site (e-mail, address or both) without requesting full non-disclosure may do so by completing an exclusion form available in the registrar's office or from computer services

Students considering withholding disclosure of directory information should consult with the registrar and evaluate the consequences of such a decision carefully. Lawrence assumes no responsibility to contact a student for subsequent permission to release directory information, and assumes no liability for honoring instructions that such information be withheld.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lawrence 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, D.C. 20202-4605

Questions about FERPA or the information provided in this notification should be directed to the registrar.