

## **2012-2013 Liberty University Annual 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 a written request that identifies the record(s) the student wishes to inspect. You may do this by emailing [registrar@liberty.edu](mailto:registrar@liberty.edu) or by visiting the registrar's office at the Student Service Center in Green Hall. The registrar's office 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 registrar's office, the student shall be advised 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 Liberty University to amend a record should write the registrar's office, 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, Liberty 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.
  - Liberty 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 Liberty 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 Liberty University has contracted as its agent to provide a service instead of using Liberty 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 Liberty University.
  - Upon request, Liberty 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

### **Liberty University Annual Notice for Directory Information under FERPA**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Liberty University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Liberty may disclose appropriately

designated “directory information” without written consent, unless you have advised Liberty to the contrary in accordance with University procedures. The primary purpose of directory information is to allow Liberty University to include this type of information in certain school publications. Examples include:

- A playbill, showing your role in a drama production,
- The annual yearbook,
- Honor roll or other recognition lists,
- Graduation programs, and
- Sports rosters 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 a student’s prior written consent. Outside organizations include, but are not limited to, companies that may inquire for potential employment purposes.

If you do not want Liberty University to disclose directory information from your education records without your prior written consent, you must notify Liberty University in writing. *The easiest way to do this is by e-mailing [registrar@liberty.edu](mailto:registrar@liberty.edu) from your Liberty e-mail address with a simple statement requesting that your Directory Information be kept confidential and not released without the requestor knowing your FERPA P.I.N. Liberty has designated the following information as directory information:*

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major and minor field of study
- Dates of attendance
- Current enrollment status

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended