



### Notification of Rights under the Family Educational Rights and Privacy Act

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.** Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. At the post-secondary level, the right to inspect is limited solely to the student. Records may be released to parents only under one of the following circumstances: 1) through the written consent of the student; 2) in compliance with a subpoena; or 3) if the University agrees to the release of records following submission of evidence that the parents declare the student as a dependent on the most recent year's Federal Income Tax form.
- 2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to 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 the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student 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 disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 the University has contracted (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 responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, as well as to the U.S. Department of Education and accrediting agencies. The University shall attempt to notify the student in advance of complying with a court order or subpoena, unless disclosure is prohibited.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taylor 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.

### Public Notice Designating Directory Information

Taylor University may release, without written consent, the following items which have been specified as public or directory information for current and former students: name, address, email address, telephone listing, gender, photograph, video image and sound, field of study, grade level, enrollment status, month and day of birth, dates of attendance, actual and anticipated graduation date, degree, honors and awards, previous educational agency or institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

A current student can request that the University not release any directory information about him or her. This designation must be furnished in writing to the Registrar by the end of the first week of classes in the semester. Request to withhold prevents the disclosure of all directory information and remains in place until rescinded, in writing, by the student. Regardless of the effect upon the student, the institution assumes no liability for honoring the student's instructions that such information be withheld.

**I authorize Taylor University to disclose to the following person(s) non-directory information. I understand this authorization will remain in effect until such time that I rescind it, in writing, at the Office of the Registrar. I understand that this applies to any correspondence between Taylor University and the following person(s); however, to allow usage of Tower Proxy, I must complete additional authorizations.**

_____	_____	_____	_____
<i>full name of authorized person</i>	<i>relationship</i>	<i>full name of authorized person</i>	<i>relationship</i>
(please print)		(please print)	
_____	_____	_____	_____
<i>full name of authorized person</i>	<i>relationship</i>	<i>full name of authorized person</i>	<i>relationship</i>
(please print)		(please print)	

**I have read the Taylor University FERPA policy and agree with this policy:**

Student ID Number @ \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_