

Subject: **Notification of Rights under FERPA**

Dear student,

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are listed below:

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 written requests to the Vice President for Business Affairs that identify the record(s) they wish to inspect. The Vice President for Business Affairs will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student who believes that his or her education records are inaccurate or misleading, or that the records violate his or her privacy rights, may informally discuss amendment of the record with the university office or agency concerned with the particular record. If agreement is reached with respect to the student's request, the appropriate records will be amended. [Note: The substantive judgment of a faculty member about a student's work expressed in grades and/or evaluations is not within the purview of this right to seek amendment of education records.] If the record is not amended pursuant to the student's request, the university will inform the student of its decision and of the student's right to request a formal hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has a contract or is affiliated (such as an attorney, auditor, collection agent, or clinical facility); a person serving on the Board of Trustees; or a person 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 discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.

The right to request that directory information not be disclosed to the public. "Directory Information" means information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. UTEP designates the following minimum information as directory information: student's name; local and permanent address; e-mail address; telephone number; place of birth; field of study; dates of attendance; enrollment status; student classification; degrees,

certificates and awards (including scholarships) received; photographs; participation in officially recognized activities and sports; weight and height of members of athletic teams; and the most recent previous educational agency or institution attended. Directory information may appear in public documents and may otherwise be disclosed without student consent unless a student submits a written request to the Registrar during the first 12 days of class of a long semester or the first day of the minimester or the first four class days of a summer session to withhold such information from disclosure. Requests to withhold directory information will be honored by the University for only the current enrollment period; therefore, a request to withhold Directory Information must be filed each semester or term in the Enrollment Services Center or Registration and Records Office. These offices are located in the Mike Loya Academic Services Building, Monday - Friday, from 8:00 a.m. – 5:00 p.m. The Request for Nondisclosure of Directory Information form is available on the following web site: www.utep.edu/register, under Student Forms.

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, S.W.
Washington, DC 20202-4605



Registration and Records Office