

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.

(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.

(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.

(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

FERPA authorizes disclosure of the following records without prior consent of the student:

1. Name
2. Local address
3. Date and place of birth
4. Major field(s) of study
5. Participation in officially recognized activities and sports
6. Weight and height of athletic team members
7. Dates of attendance
8. Degrees and awards received
9. Most recent previous educational agency or institution attended
10. Listing of student organizations.

Students who want more or less than directory information listed above to be released without prior notification or consent should notify the Registrar. Salisbury University does not sell or otherwise provide mailing lists of student information to anyone outside of the University. The University Registrar is responsible for compiling and maintaining directory information.

The full text of Salisbury University's [Policy on Confidentiality and Disclosure of Student Records \(BOR III – 6.3\)](#) is available on the web and printed annually in the [Student Code of Conduct](#) by the Office of Student Affairs.