



## ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. **The right to inspect and review the student's education records within 45 days after First Institute receives a request for access.**

Students at First Institute must submit a written request to the Director of Student Services to inspect and review their records. The written request must identify the record(s) they wish to inspect. The Director of Student Services will make arrangements for access within 30 days and notify the student of the time and place where the records may be inspected. A College official may be present when the student inspects and reviews his or her educational records.

2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Students at First Institute may request that any information contained in their educational records which they consider to be inaccurate, misleading, or in violation of their privacy or other rights be amended or deleted from the records. (A grade or other academic scores may not be amended, except that the accuracy of recording the information may be challenged). Students who request that information in their records be amended must first direct their request to the Director of Student Services, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the matter is not resolved to their satisfaction, students must direct their request to the Campus Director. If the school decides not to amend the record as requested, the school 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 First Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The school 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 First Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of First Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 First Institute.

4. **Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.**

FERPA requires colleges and universities to define the information that they will release without a student's prior written consent. First Institute's list of "directory information" items that may be released without the student's consent include:

- Student's Name
- Address
- Student ID Number
- Telephone Listing
- E-mail Address
- Photographic or Electronic Picture or Image
- Program of Study
- Enrollment Status (full-time or part-time)
- Dates of Attendance at First Institute
- Certificate and Awards Received

**Students may request that directory information not be released publicly by completing a Request to Withhold Directory Information Form which can be found in the Student Services Office.** The form must be signed and submitted in person to the Director of Student Services along with a copy of photo identification. A request to withhold directory information means:

1. Your name will not appear in the commencement program.
2. Verification of enrollment, graduation, or certificates awarded will **NOT** be provided to third parties, including potential employers.
3. No information will be released to any person (including the student) on the telephone or via e-mail.

Requests to withhold directory information are in effect until removed, in writing, by the student. To reverse the action of withholding directory information, the student must complete and sign a Request to Release Directory Information Form.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by First Institute 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