

Prepared by the Office of the VP for Planning and Policy

This procedure replaces Administrative Procedure A7.022 Dated ~~November 1988~~ June 2001

A7.022

~~June 2001~~

~~February~~ May 2013

A7.000 STUDENT AFFAIRS

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## A7.022 PROCEDURES RELATING TO PROTECTION OF THE EDUCATIONAL RIGHTS AND PRIVACY OF STUDENTS

### 1. PURPOSE

To implement Chapter 20-20, Hawaii Administrative Rules, entitled "Protection of Educational Rights and Privacy of Students, ~~adopted pursuant and~~ to comply with the federal Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") (codified in 20 U.S.C. § 1232g.), as amended; federal regulations adopted by the U.S. Department of Education to implement this act (codified in 34 C.F.R. §§99.1-99.67), as amended; and ~~section Chapter 92E92F~~, Hawaii Revised Statutes, as amended.

### 2. OBJECTIVE

To establish uniform procedures governing a student's access to the student's own education records, and access to student education records by the public and other governmental agencies that comply with FERPA. FERPA is incorporated herein by reference. Nothing in this procedure is intended to be contrary to state or federal laws, including FERPA. In the event of conflict between this procedure and FERPA, FERPA will supersede the University's procedures. This policy further clarifies that the requirements of FERPA are minimum standards with which the University complies. To the extent that the provisions of this policy provide for more privacy relating to student education records and directory information, this policy shall control.

### 3. APPLICABILITY

This ~~is~~ procedure is applicable to all campuses of the University of Hawaii. Responsibility for administering this procedure is assigned to custodians of education records, who are the administrative heads of offices in which education records are kept, and Executive System and Campus Data Stewards who have the authority to approve data sharing requests involving the release of student information. Executive dData sStewards also have the authority to grant access to Institutional Data Systems where student education records are housed.

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#### 4. DEFINITIONS

As used in this administrative procedure:

- ~~a.~~ "Days" means calendar days.
- ~~b.~~ "Dean of Student Services" means the chief student affairs officer on each campus or that officer's designee.
- a. "Authorized representative" means any entity or individual designated by an agency headed by a state or local educational authority headed by and official listed in Section 12a to conduct, with respect to Federal- or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- b. "Custodian of education records" means the registrar and administrative heads of offices in which education records are kept. The types of education records and the Dean or Director administrative office to contact are listed in Appendix A for each campus.
- c. "Days" means calendar days.
- ~~d.~~ "Directory Information" means certain biographical information contained in the education record of a student which does not require the prior consent of the student for disclosure and may be disclosed at the University's discretion, upon public inquiry, in conformance with state law. Directory information is defined in Section 8 of this document.
- ~~e.~~ "Education record" means all records, files, documents, ~~computer tapes~~ electronic media and other materials maintained by the University, which contain information directly related to a student. Excluded are the following:
  - ~~(1) A record of instructional, supervisory or administrative personnel and educational personnel ancillary thereto, which is in the sole possession of the maker and is not accessible or revealed to any other person except a temporary substitute for the maker of the record. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;~~
  - (2) Confidential communication protected by law;
  - (3) Records maintained by law enforcement units on a campus, used only for law enforcement purposes, which are kept apart from the educational records, and are available only to law enforcement officials of the same jurisdiction;
  - (4) University of Hawai'i personnel employment records, but not student employment records;
  - (5) Records made and maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional solely in connection with the treatment of a student and which may be reviewed by a physician or other appropriate professional of the student's choice; or

(6) Records created by an alumni association, University of Hawai'i Foundation, or similar organization which contain only information relating to a person after that person is no longer in attendance at a campus of the University of Hawai'i.

f. ~~“Executive system and campus dData sStewards,” for education data are System and Campus Executive Data Stewards as defined in Executive Policy E2.215 Institutional Data Governance, are Vice Chancellors at the individual campus level and Directors or Heads of at Institutional data systems the System level. They are accountable for the use and management of Student Institutional Data at their respective campus or within the Institutional Data System under their purview.~~

g. ~~“Institutional data systems” are defined as data elements that are created, received, maintained and/or transmitted by the University of Hawai'i in the course of meeting its administrative and academic requirements. (look up definition and refer to EP)~~

h. ~~“Legitimate educational interest” means that the access to an education record is required. University official must have need to access student education records for the purpose of performing an appropriate educational, research or administrative function for the University.~~

e-i. ~~“Personally identifiable information” means that data or information in an education record which that would make a student’s identity easily traceable. Such data or information includes, but- is not limited to: the name of the student, the student’s parent or other family members; the address of the student or the student’s family; a personal identifier such as the student’s social security number; or a list of personal characteristics that would make the student’s identity easily traceable.~~

f-j. ~~—f. “President” means the president of the University of Hawai'i and shall include the president’s —designees.~~

g-k. ~~—g. “Right to inspect” means the right of a student or a designated representative to inspect that student’s education records, under —the supervision of University personnel of the University, that student’s education records.~~

h-l. ~~—h. “Student” means any individual who is or has been registered and is or has been in attendance —at any campus of the University of Hawai'i, exclusive of the University of Hawai'i Laboratory —School and University sponsored child care centers. An applicant for admission shall not be —considered a student with respect to the unit to which the application has been made, even —though that individual may be considered a student with respect to another unit of the —University which that student has attended. The records of an applicant for admission shall be —subject to the provisions of state law.~~

i-m. ~~—i. “Student employee” means any student who is employed by the University of Hawai'i and paid —in accordance with the University’s student employment classification and pay system.~~

j-n. ~~—j. “University” means the several institutions and each of them the institutions and the UH System Office that fall under the jurisdiction of —the Board of Regents, including any administrative sub-unit with custodial responsibility for —student education records.~~

o. ~~“University Officials” are those members of an institution who act in the student’s educational interest within the limitations of their “legitimate educational interests.” These may include faculty, administrative, on, clerical and professional employees and other persons who manage student education record information including student employees or agents. #University Officials may also include organizations, contractors, volunteers, and others performing institutional services or functions that the institution would normally do itself. (Source — AACRAO Guide 2013)~~

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g. "Vice Chancellor for Student Affairs" means the chief student affairs officer on each campus or that officer's designee.

## 5. RIGHTS OF STUDENTS

a. A student shall have the right to inspect the student's own education records except as otherwise prohibited herein, to receive an explanation and interpretation of the content of such records, and to receive a copy of the records if failure to provide a copy would prevent the student from exercising the right of inspection.

b. A student shall have the right to request that information contained in the student's own education records be amended ~~895e as~~ to insure that the information contained therein is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of ~~the~~ student.

c. A student shall be assured that, except for the disclosure of directory information and in other instances specified herein, the University will not disclose personally identifiable information without the student's consent.

d. A student shall have the right to request a hearing in order to resolve disputes regarding a student's right to inspect or amend the student's education records.

e. A student shall have the right to file a written complaint with the Family Policy and Regulations Office (FERPA), U.S. Department of Education, Washington D.C. 20202, should the student determine that rights accorded herein have been violated.

f. A student shall have the right to waive any of the rights provided herein. The University may request a student to waive certain of these rights but it may not require a student to waive any ~~rights~~.

## 6. WAIVER OF RIGHTS

a. A student may waive ~~any of the rights accorded herein~~ his or her right to inspect confidential letters/statements, provided that the waiver is in writing and is signed by the student, using FERPA Form 1, the "Waiver of Access to Confidential Letters/Statements" (copy in Appendix B).

b. A student may revoke any waiver of rights with respect to any actions occurring after the revocation, ~~provided~~ that the revocation is in writing and is signed by the student.

c. A student may choose to waive the ~~student's~~ right to inspect confidential letters and statements which were placed in ~~the his or her~~ education records ~~of the student~~ after January 1, 1975, and which ~~are in reference to~~ involves the following activities:

- (1) Admission to an educational institution;
- (2) Application for employment; and

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(3) Receipt of an honor or honorary recognition.

d. This waiver of rights shall be valid only if the following conditions are met:

(1) The student voluntarily executes a FERPA Form 1, "Waiver of Access to Confidential Letters/Statements" or similar form (copy in Appendix see sample attached as Appendix E), B) and the form is filed in the education records of the student. A separate waiver must be executed for each office which maintains an education record and for each activity specified;

(2) The student is, upon request, notified of the names of all individuals providing the letters or statements;

(3) The letters or statements are to be used only for the purpose for which they were originally intended;

(4) The waiver is not required by the University as a condition of admission or to receive any service or benefit provided by the University; and

(5) The "Waiver of Access to Confidential Letters/Statements" or similar form is filed in the educational records of the student. A separate waiver must be executed for each office which maintains an education record and for each activity specified.

## 7. NOTIFICATION

a. The registrar at each campus of the University shall give currently enrolled students annual notice of their privacy rights by such means as are reasonably likely to inform them of the following:

(1) A listing of federal laws, regulations and university rules and policies governing the privacy rights of students;

(2) The campus officer responsible for providing additional information regarding university practices and procedures in this area including copies of relevant policies;

(3) Categories of data designated as directory information; and

(4) Their Students' right to file complaints concerning alleged failures by the University to comply with the requirements of these laws and rules; and, as necessary; and

(5) Other rights and requirements.

b. The notice provided shall advise parents or spouses of students that information contained in education records, except as may be determined to be with the exception of directory information, will not be disclosed to them without the prior written consent of the student.

## 8. DESCRIPTION AND DISCLOSURE OF DIRECTORY INFORMATION

a. The following biographical items contained in the education records of a student or a former student are designated as directory information ~~which and may, upon public inquiry, upon public inquiry,~~ be disclosed ~~in conformance with state law, in conformance with state law~~ at the ~~University's~~ ~~University's~~ discretion ~~in connection with University or educational research purposes,~~ without the prior consent of the student, except as provided elsewhere in this section.

- (1) Name of student;
- (2) ~~Local address and zip code~~ Major field of study;
- (3) ~~Local telephone number;~~
- (4) Major field of study;
- (5) Education level (i.e., freshman, sophomore, etc.)
- (6) Fact of participation in officially recognized activities and sports;
- (7) Weight and height of members of athletic teams;
- (8) Dates of attendance;
- (9) Most recent educational institution attended;
- (10) Degrees and awards received;
- (11) ~~E-mail address; and~~ UH e-mail address;
- (12) Enrollment status (full-time and part-time-); and
- (13) Student IDUH number.

~~While directory information is considered public information, the University does not release lists of students' directory information to businesses or agencies outside the University.~~

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b. ~~No directory information will be released during the first fourteen days from the first day of instruction for a regular semester or term, or the first four days of a summer session.~~

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c. A student presently registered and in attendance at any campus may at any time request that one or more of the all items designated as directory information not be disclosed to the public. A student wishing to exercise this right must in person and in writing, fill in FERPA Form 2 (see copy attached as Appendix C), accessed through the UH identify management system or must turn in the FERPA Form 2 in person with appropriate identification to the custodian of education records. If the form is received not later than fourteen days from the first day of instruction for

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a regular semester or term, or the first fourth days of a summer session, inform the campus registrar as to which items are not to be disclosed without the prior consent of that student then no directory information for that student will be released unless the student rescinds the request. If the form is received after the above stated period, then no information will be released after the form is processed, which will be no later than two working days after the form is received.

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b.d. The student may rescind the request of non-disclosure of directory information using FERPA Form 2 at any time.

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#### 9. EDUCATION RECORDS NOT SUBJECT TO INSPECTION BY STUDENTS

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a. The following types of education records are not subject to inspection by a student.

—— (1) Financial records and statements of the student's parents or guardians submitted pursuant to an application for financial assistance, unless the student's parents or guardians have waived this right of privacy.

—— (2) Confidential letters and statements of recommendation which were placed in the education records of a student prior to January 1, 1975, provided that:

- (a) The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality; and
- (b) The letters and statements are used only for the purpose for which they were specifically intended.

(3) Confidential letters and statements of recommendation which were placed in the education records of a student after January 1, 1975, when the student has waived his waived his or her rights to inspect and review such letters and statements: ——

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(a) Respecting admission to an educational institution;

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(b) Respecting an application for employment; or

(c) Respecting the receipt of an honor or honorary recognition.

b. If the education records of a student contain information on more than one student, the eligible student may inspect only the information pertaining to that student.

#### 10. STUDENT ACCESS TO EDUCATION RECORDS

A student may inspect his or her education records in accordance with the following procedure.

(1) The student shall request to inspect his or her education records by properly completing FERPA Form 23, section A (Appendix D), and submitting it to each office maintaining such records (see copy attached as Appendix CD).

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(2) The custodian of the education records shall make a reasonable effort to verify the identity of the student requesting such access and may require the student to provide appropriate documentation for this purpose.

(3) The custodian for education records must comply with a student's request for access to his or her education record within a reasonable period of time, and must not exceed but in no case more than 45 days after such request has been received.

(4) A record of the disclosure of education records to the student shall be maintained by the custodian of the records through completion of FERPA Form 23, section B.

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(5) The custodian of the education record may deny a student's request for access only if the custodian is unable to verify the student's identity or otherwise determines that the request is in violation of this administrative procedure.

(6) Should the student request an explanation or interpretation of his or her education records, the custodian for such records shall assist the student in obtaining such explanation or interpretation.

(7) Upon termination of the requested inspection of the education records, the student shall certify the granting of access by completing FERPA Form 23, section C.

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11. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION TO UNIVERSITY PERSONNEL/OFFICIALS

a. University officials shall be permitted access to a student's educational records without the consent of the student in accordance with the following provisions (which shall be strictly construed).

(1) The university official shall have a legitimate educational interest, which is defined to mean that the purpose for seeking access is related to the responsibilities, duties, or functions of that official as an employee of the University and may include student employees supervised by and acting in an official capacity on behalf of a university official. A University official is deemed to have a legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid. (Source - AACRAO Guide, 2013)

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(The Department of the Attorney General, State of Hawaii, when formally requested by the University to represent or advise the University in a lawyer-client relationship, shall be considered a school official with a legitimate educational interest.

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(2) A contractor, consultant, volunteer, or other party to whom the University has outsourced institutional services or functions may be considered a University official under this paragraph provided that the outside party is under the direct control of the University with respect to the use and maintenance of education records and that the outside party is subject to the requirements of this policy governing the use and redisclosure of personally identifiable information from education records.

(a) It is a violation for these outside parties to release any personally identifiable information to a third party or to use the information for any purpose other than that for which it was provided.

(b) Release of education records to contractors, consultants, volunteers, or other parties will require a contract or written agreement following the terms of the University's ~~data sharing agreement policy~~. For example, organizations such as the UH Foundation or an organization contracted by the University to handle alumni affairs and the National Student Clearinghouse or an organization contracted by the University to handle student loan verification, a contract or written agreement will be required which specifies the information that will be released, and how the organization will protect and use the information.

b. The Executive Data Stewards, as defined in UH Executive Policy E2.215, Institutional Data Governance, are responsible for ~~approving access for UH employees and granting data sharing requests determining access to student information under their purview, including approving access for UH employees and granting data sharing requests. They are also responsible for following UH policies and procedures on data governance.~~

(1) In the case of a dispute over whether a legitimate educational interest exists, the following procedures shall apply: ~~appeal~~ process specified in the UH Executive Policy on Institutional Data Governance will be applied.

(a) If the dispute is within a ~~(2) The eCustodian for of eEducation rRecords and Executive system and campus~~ of the University, the chief executive officer of that campus or a designee shall make the determination. The decision of the chief executive officer shall be final within the University.

(b) If the dispute is among two or more campuses of the University, the President or a designee shall make the determination. The decision of the President shall be final within the University.

(3) The ~~custodian for education records dData sStewards~~ shall make a reasonable effort to verify the identity of the ~~university University official-Official~~ who is requesting access and determine the existence of a legitimate educational interest.

(4c.) The ~~custodian-Custodian for of education-Education records-Records~~ shall inform the official that personally identifiable information from the education record shall not be disclosed to any other party without the prior written consent of the student except as otherwise provided in this

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procedure- and verify that the official has received training on handling sensitive information adhere to Information Security Awareness protocols established by the University.

~~(5d.)~~ The ~~custodian-Custodian for of education-Education records-Records~~ is not required to maintain a record of disclosure to ~~university-University officials-Officials~~.

~~b.~~ A university committee shall be permitted access to student education records without the consent of the student in accordance with the following provisions:

~~(1)~~ The committee shall be appointed by university executive or managerial personnel or by campus faculty senates and membership shall be limited to university employees, or other officials formally associated with the University. Students appointed to committees may be afforded access to student education records as provided in this part.

~~(2)~~ The disclosure of a student's education record shall be in conformance with the requirements of section a. preceding, provided the university committee shall have a legitimate educational interest as expressed in a written charge of the function or responsibility assigned to the committee.

~~(3)~~ In requesting the disclosure of student education record the chairperson of the committee shall provide the record custodian with a copy of the letter of appointment to the committee including the committee's charge and a written statement including the following:

~~(a)~~ The specific information the committee wishes to have disclosed;

~~(b)~~ A statement of the means by which the committee will protect the confidentiality of any personally identifiable information;

~~(c)~~ A statement of how the information will be used and by whom; and

~~(d)~~ A statement of the means that will be employed to provide for the secure return or destruction of the information when it is no longer needed.

~~(4)~~ Approval by the custodian of the education records if granted, shall be in writing and shall carry the following notation: "The personally identifiable information which is being released to you may not be disclosed to any other person without the consent of the individual student to whom it pertains nor used for any other purpose than that for which it is now approved. Any unauthorized disclosure could subject you to legal action and university disciplinary action."

~~(5)~~ If approval is not given by the custodian of the education records, the custodian shall state the reason in writing and advise the committee chairperson of the right to appeal as provided in section a. of this part.

~~\_\_\_\_\_ (6) In dealing with personally identifiable information obtained from student education records, a university committee shall:~~

~~(a) Wherever possible assign only university employees to examine student education records;~~

~~(b) Wherever possible avoid presenting personally identifiable information to the entire committee; and~~

~~(c) Avoid the mention of any personally identifiable information in all written reports, proceedings and minutes.~~

~~\_\_\_\_\_ (7) The custodian for education records is not required to maintain a record of disclosure to university committees which have been granted access to student education records in conformance with the requirements contained in this section.~~

~~\_\_\_\_\_ c. Personally identifiable information from student education records may be released to university students conducting statistical surveys or research in fulfillment of academic requirements, only in accordance with the following provisions:~~

~~\_\_\_\_\_ (1) The student researcher shall be a classified student who has acquired basic research and statistical skills as an upper division baccalaureate or graduate student.~~

~~\_\_\_\_\_ (2) In requesting the disclosure of personally identifiable information, the student shall provide the record custodian with a written request containing the following \_\_\_\_\_ information:~~

~~\_\_\_\_\_ (a) A description of the statistical survey or research project including certification by the supervising faculty member that the research topic is of legitimate educational interest or value to the University and that the research design meets academic requirements;~~

~~\_\_\_\_\_ (b) Specific information needed;~~

~~\_\_\_\_\_ (c) A statement of the method to be used in protecting the confidentiality of personally identifiable information;~~

~~\_\_\_\_\_ (d) A statement of how the results will be used and by whom;~~

~~\_\_\_\_\_ (e) A statement of the means that will be employed to provide for the secure \_\_\_\_\_ return or destruction of the information when it is no longer needed; and~~

~~\_\_\_\_\_ (f) A signed statement by the supervising faculty member accepting responsibility for the supervision of the student researcher, for the use and protection of any personally identifiable data, and for the appropriate dissemination of the results.~~

~~\_\_\_\_\_ (3) Approval by the custodian of the education records, if granted, shall be in writing \_\_\_\_\_ and shall carry the following notation: " The personally identifiable information which is \_\_\_\_\_ being released to you may not be disclosed to any other person without the consent of \_\_\_\_\_ the individual student to whom it pertains nor used for any other purpose than that for~~

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~~which it is now approved. Any unauthorized disclosure could subject you to legal action and university disciplinary action."~~

~~(4) If approval is not given by the custodian of the education records, the custodian shall state the reason in writing and advise the student researcher of the right to appeal as provided in section a. of this part.~~

~~(5) Surveys or research activities in which student subjects voluntarily provide personally identifiable information are not regulated by federal and state laws or university policies. Ethics and common sense dictate that student researchers engaged in voluntary surveys should provide subjects with a written statement clearly and accurately outlining the purpose of the project, how the information will be handled, and how the results will be disseminated.~~

~~(6) The custodian of education records is not required to maintain a record of disclosure to students conducting statistical surveys or research who have been granted access to student educational records in conformance with the requirements contained the this section.~~

## 12. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION TO AUTHORIZED ~~OFFICIALS AND ORGANIZATIONS~~REPRESENTATIVES

a. Certain officials and organizations authorized by law may be permitted to inspect, review, or have disclosed to them information from a student's education records without the consent of the student, in accordance with the provisions contained in this section. These authorized ~~officials and organizations~~representatives are as follows:

(1) Officials of other schools in which a student seeks or intends to enroll, if a request for disclosure is not initiated by the student. The student shall have the right to request a record of the disclosure and to challenge the content of any record forwarded.

(2) Authorized representatives of the Comptroller General of the United States of America, the United States Secretary of Education, and other state or federal education authorities for the purposes of audit or enforcement of federal programs.

(3) Authorized representatives of the Comptroller General of the United States of America, the United States Secretary of Education, and other state or federal education authorities in connection with the application for, or receipt of, financial aid.

(4) State and local officials to whom information is specifically required to be reported or disclosed pursuant to state statutes adopted prior to November 19, 1974.

~~(5) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, or validating, or administering predictive~~

~~tests; administering student aid programs; and improving instruction; provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed to fulfill the purposes for which the study was conducted. The term "organizations," as used in this~~

~~part, includes but is not limited to, federal, state and local agencies, and independent organizations.~~

~~(6)(5) Accrediting organizations in order to carry out accrediting functions.~~

(7)(6) Appropriate persons in connection with an emergency, in order to protect the health or safety of a student or other persons. The factors which shall be taken into account in determining whether records may be released under this paragraph include:

(a) Seriousness of the threat to the health or safety of the student or other persons;

(b) Need for the records to meet the emergency;

(c) Whether the persons to whom the records are released are in a position to deal with the emergency; and

(d) The extent to which time is of the essence in dealing with the situation.

(8)(7) To designated authorities and individuals in compliance with a lawfully issued judicial order or subpoena.

(a) The student shall be notified by mail, to his or her last known address, prior to compliance with any subpoena. (See guidelines for compliance with subpoenas contained in

Appendix E; FERPA Forms 9 and 10 are included in Appendix E.)

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(9)(8) Officials connected with financial aid which a student has applied for or received; provided that personally identifiable information from the education records of the student may be disclosed only as necessary for such purposes as:

(a) To determine the eligibility of the student for financial aid;

(b) To determine the amount of financial aid;

(c) To determine the conditions which will be imposed regarding the financial aid; or

(d) To enforce the terms and conditions of the financial aid.

b. A record of disclosure shall be maintained for each student's education records request for access to and each disclosure made under section 12.a. of personally identifiable

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information from the educational records of each student that are disclosed to authorized officials and organizations specified in this section 12.a. must be recorded on: FERPA Form 4 to be used (see copy attached as Appendix F).

c. Education records disclosed to authorized officials and organizations shall carry the following notation: "The personally identifiable information which is being released to you may not be disclosed to any other person without the consent of the individual student to whom it pertains nor used for any other purpose than that for which it is now approved. Any unauthorized disclosure could subject you to legal action and university disciplinary action."

d. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, or validating, or administering predictive tests; administering student aid programs; and improving instruction may have disclosed to them information from a student's education records without the consent of the student, in accordance with the provisions contained in this section; provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed to fulfill the purposes for which the study was conducted. The term "organizations," as used in this part, includes but is not limited to, federal, state and local agencies, and independent organizations.

- (a) Transfer of sensitive information to these organizations must be conducted under the terms of the University's data sharing policy;
- (b) An authorized representative of the University must make the request to the appropriate data sharing designee/Executive Data Steward;
- (c) A written agreement must be in place which specifies the scope purpose, and duration of the study and the information to be disclosed and how the data will be handled and destroyed upon completion of the study; and
- (d) record of all disclosures made under section 12.d. will be kept in accordance to the University data sharing policy.

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### 13. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION TO OTHER PARTIES

a. Other parties, including parents of students, may have disclosed to them personally identifiable information from a student's education records only with the written consent of the student and in accordance the following stipulations:

(1) Prior to disclosure, the record custodian shall have received the written consent of the student to release specified education records. This written consent shall be granted by the proper completion of FERPA Form 35, "Consent to Disclose Educational Records to Third Party." (See copy attached as Appendix G.)

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(2) Any information disclosed shall bear this notation: "The personally identifiable information which is being released to you may not be disclosed to any other person without the consent of the individual student to whom it pertains nor used for any other purpose than that for which it is now approved. Any unauthorized disclosure could subject you to legal action and university disciplinary action."" "

(3) Prior to disclosure, fees for copies, if any, shall be received by the University.

(4) No record of disclosure shall be maintained for a student's education records that are disclosed to other parties upon written authorization of the student.

b. De-identified records and information.

(1) An educational agency or institution, or a party that has received education records or information from education records under this part, may release the records or information without the consent of the student after the removal of all personally identifiable information provided that the educational agency or institution or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

(2) An educational agency or institution, or a party that has received education records or information from education records under this part, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that —

— An educational agency or institution or other party that releases de-identified data under paragraph (b)(2) of this section does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;

— The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and

— The record code is not based on a student's social security number or other personal information.

(3) No record of disclosure shall be maintained for de-identified student's education records.

(4) The University will not release information to entities for non-University sponsored commercial purposes.

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14. AMENDMENT OF EDUCATION RECORDS

A student who believes that the student's own education record contains information which is inaccurate, misleading, or violates the privacy or other rights of the student may request that —the University amend those records in accordance with the following procedure:

(1) The student shall notify the custodian of the education records that the student wishes to amend such records by filing FERPA Form 6, "Request to Amend Education Records." (See copy attached as Appendix FH.)

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(2) Should the document being questioned be mandatory and required by the University as part of its internal records, the maker of the document in question shall, when possible, be contacted by the Custodian of Education Records custodian. The custodian of the education record who shall review the request with the maker of the education record. The maker of the record shall respond to the student's request by completing FERPA Form 7, "Response to Student Request to Amend Education Records." (See copy attached as Appendix GI.) This form shall be completed by the maker of the record and returned to the Custodian of Education Records record custodian within fourteen days after the maker of the record has received the student's request.

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(3) The custodian of the educational record shall make a determination regarding the requested amendment or correction and shall inform the student of the University's decision within a reasonable time after receiving the student's request. If the decision is to approve the request, the custodian shall amend the record and so inform the student in writing. If the decision is to deny the request, the custodian shall so inform the student in writing and advise the student of the right to a hearing.

15. HEARING

a. When the University denies a student's request to inspect or amend the student's education record, and upon the request of the student, the -University shall provide a hearing in accordance with the following procedure:

—————(1) The student shall file a request for a hearingwithhearing with the DeanVice Chancellor of Student ServicesAffairs on each campus by completing FERPA Form 78, "Request for Hearing." (See copy attached as Appendix HJ.)

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—————(2) The DeanVice Chancellor of Student ServicesAffairs may attempt to secure an informal resolution of the student's outstanding request, if appropriate.

—————(3) Failing to secure an informal resolution, the DeanVice Chancellor of Student ServicesAffairs shall designate an official of the University, who does not have a direct interest in the outcome of the hearing, to conduct the hearing.

(4) Hearings shall be held within a reasonable period of time after the University has received a request for a hearing. The hearing officer shall provide the student with reasonable advance notice of the date, place and time of the hearing.

(5) The hearing shall be closed to the public.

(6) The student shall be afforded a full and fair opportunity to present argument on all relevant issues and may be assisted or represented by individuals of the student's choice, including an attorney, at the student's expense.

(7) The hearing officer may consider additional information relevant to the student's request, provided this information is also made available to the student.

(8) The hearing officer shall render a decision in writing within fourteen days after the hearing is completed. The decision shall be based solely on argument and evidence presented at the hearing and shall include a summary of the findings and the reasons for the decision. The decision of the hearing officer shall be final within the University.

b. If the decision of the hearing officer affirms all or part of the student's request, the custodian of the education records shall comply or make the necessary amendments and so inform the —student in writing.

c. If the decision of the hearing officer is to ~~Deny~~ deny the student's request, ~~the Dean~~ Vice Chancellor of Student ~~—Services~~ Affairs shall inform the student in writing of his or her right to place in the education record a statement commenting on the content of the record -and specifying any reason for disagreeing with the decision of the University. This statement shall be incorporated as part of the education record and shall be included in any disclosure of the record.

d. Should the student be dissatisfied with the decision of the University, the student should be advised of the right to file a complaint with the United States Department of Education.

#### 16. DESTRUCTION OF EDUCATION RECORDS

The University may destroy or expunge any education record when it is no longer appropriate, relevant or required. However, the University may not destroy any education record if there is an outstanding request to inspect it. A student's written explanation of any or all of the content of the student's education record, which has been placed in that record, shall be destroyed only when the information to which it pertains is also destroyed. The record of disclosure is to be maintained for only as long as the record to which it pertains is kept.

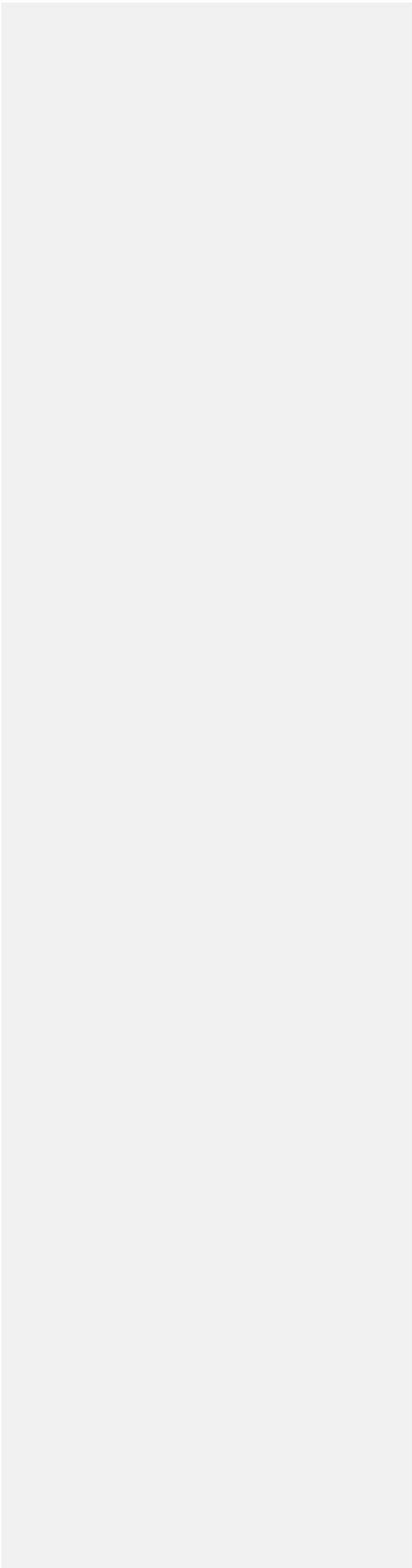
#### 17. ACCEPTANCE OF ALL LEGAL FORMS OF WRITTEN RECORDS OR SIGNATURES

In accordance with Hawaii Revised Statutes §489E-7, a record or signature shall not be denied legal effect or enforceability solely because it is in electronic form. The written record and signature may be in any form legally allowable under the Hawaii Revised Statutes.

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FEES FOR COPIES

The University may charge a fee for copies of education records that may be required in order for a student to exercise the right to inspect the student's own education record or as part of an authorized disclosure to other parties. Unless otherwise established by the University, the charge for such copies shall not exceed the cost of their reproduction.



APPENDIX A

Comment [i1]: Need to update for the four years

UNIVERSITY OF HAWAI'I  
LOCATION OF EDUCATION RECORDS

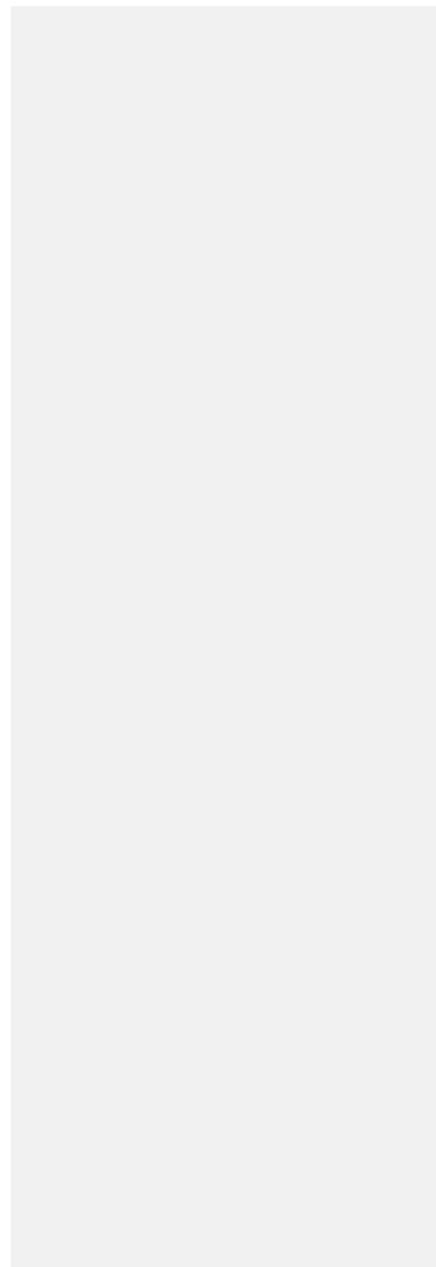
Each of the following offices maintain education records. A student who desires to inspect a particular type of education record is advised to contact the Dean or Director responsible for that type of education record at the address listed for each campus.

<u>Campus</u>	<u>Type of Education Record</u>	<u>Vice Chancellor or Director to Contact at:</u>
<u>University of Hawai'i at Manoa Honolulu, HI 96822</u>	<u>Academic Records:</u>	<u>Registrar's Office Office of the Dean of each College Office of Student Academic Services for each College Office of Department Chairpersons for each academic department Offices of all instructional faculty Office of the Dean of the Graduate Division</u>
<u>(eligible students are invited to inquire at the Office of the Dean of Student Affairs for a detailed listing of office numbers by building and room.)</u>	<u>Student Services records:</u>	<u>Bureau of Student Activities Center for Student Development Financial Aid Office Student Employment Office International Student Office Student Housing Office Career Placement Office Veterans / Senior citizens/ Exchange Student Office College Opportunity Program Office Special Student Services Office</u>
	<u>Parking and Security Records:</u>	<u>Parking and Security Office</u>
	<u>Financial Records:</u>	<u>Cashier's Office</u>
	<u>Other Services:</u>	<u>Sinclair Library Hamilton Library</u>
	<u>Disciplinary and Conduct Records:</u>	<u>Office of the Dean of Student Affairs</u>

<u>Campus</u>	<u>Type of Educational Record</u>	<u>Vice Chancellor or Director to Contact at:</u>
<u>University of Hawai'i at Hilo</u> <u>Hilo, HI 96720-4091</u>	<u>Academic Records:</u>	<u>Office of the Dean for Student Services</u> <u>Office of the Chairperson of each academic department and division</u>
	<u>Student Services Records:</u>	<u>Office of the Dean for Student Services</u>
	<u>Financial Records:</u>	<u>Office of the Director of Administrative Services</u>
	<u>Other Services:</u>	<u>Office of the Director of Library Services</u> <u>Office of the Director of the Center for Continuing Education and Community Service</u>
	<u>Discipline and Conduct Records:</u>	<u>Office of the Dean for Student Services</u>
<u>West Oahu College</u> <u>96-043 Ala Ike</u> <u>Pearl City, HI 96782</u>	<u>Academic Records:</u>	<u>Office of the Student Services Coordinator</u> <u>Office of the Dean of Faculty</u>
	<u>Student Services Records:</u>	<u>Office of the Student Services Coordinator</u>
	<u>Financial Records:</u>	<u>Office of the Director of Administrative Services</u>
	<u>Other Services:</u>	<u>Office of the College Librarian</u>
	<u>Discipline and Conduct Records:</u>	<u>Office of the Student Services Coordinator</u>
<u>Honolulu Community College</u> <u>874 Dillingham Blvd.</u> <u>Honolulu, HI 96817</u>	<u>Academic Records:</u>	<u>Registrar's Office</u>
	<u>Student Services Records:</u>	<u>Office of the Dean for Student Services</u>
	<u>Financial Records:</u>	<u>Office of the Director of Administrative Services</u>
	<u>Other Services:</u>	<u>Office of the College Librarian</u>
	<u>Discipline and Conduct Records:</u>	<u>Office of the Dean for Student Services</u>

Campus	Type of Education Record	Vice Chancellor or Director to Contact at:
<a href="#">Kapi'olani Community College</a> <a href="#">4304 Diamond Head Road</a> <a href="#">Honolulu, HI 96816</a>	Academic Records:	<a href="#">Registrar's Office</a>
	Student Services Records:	<a href="#">Office of the Vice Chancellor for Student Affairs</a>
	Financial Records:	<a href="#">Office of the Vice Chancellor for Administrative Services</a>
	Other Services:	<a href="#">Office of the College Librarian</a>
	Discipline and Conduct Records:	<a href="#">Office of the Vice Chancellor for Student Affairs</a>
<a href="#">Kaua'i Community College</a> <a href="#">3-1901 Kaunualii Highway</a> <a href="#">Lihu'e, HI 96766</a>	Academic Records:	<a href="#">Registrar's Office</a>
	Student Services Records:	<a href="#">Office of the Vice Chancellor for Student Affairs</a>
	Financial Records:	<a href="#">Office of the Director of Administrative Services</a>
	Other Services:	<a href="#">Office of the College Librarian</a>
	Discipline and Conduct Records:	<a href="#">Office of the Vice Chancellor for Student Affairs</a>
<a href="#">Leeward Community College</a> <a href="#">96-045 Ala Ike</a> <a href="#">Pearl City, HI 96782</a>	Academic Records:	<a href="#">Registrar's Office</a>
	Student Services Records:	<a href="#">Office of the Dean for Student Services</a>
	Financial Records:	<a href="#">Office of the Director of Administrative Services</a>
	Other Services:	<a href="#">Office of the College Librarian</a>
	Discipline and Conduct Records:	<a href="#">Office of the Dean for Student Services</a>

<u>Campus</u>	<u>Type of Education Record</u>	<u>Vice Chancellor or Director to Contact at:</u>
<u>UH Maui College</u> <u>310 Ka'ahumanu Ave.</u> <u>Kahului, HI 96732</u>	<u>Academic Records:</u>	<u>Registrar's Office</u>
	<u>Student Services Records:</u>	<u>Office of the Vice Chancellor for Student Affairs</u>
	<u>Financial Records:</u>	<u>Office of the Vice Chancellor for Administrative Affairs</u>
	<u>Other Services:</u>	<u>Office of the College Librarian</u>
	<u>Discipline and Conduct Records:</u>	<u>Office of the Vice Chancellor for Student Affairs</u>
<u>Windward Community College</u> <u>45-720 Kealahala Road</u> <u>Kaneohe, HI 96744</u>	<u>Academic Records:</u>	<u>Registrar's Office</u>
	<u>Student Services Records:</u>	<u>Office of the Vice Chancellor for Student Affairs</u>
	<u>Financial Records:</u>	<u>Office of the Vice Chancellor for Administrative Services</u>
	<u>Other Services:</u>	<u>Office of the College Librarian</u>
	<u>Discipline and Conduct Records:</u>	<u>Office of the Vice Chancellor for Student Affairs</u>



APPENDIX B

FERPA Form 1

(Please type or print clearly)

UNIVERSITY OF HAWAII  
WAIVER OF ACCESS TO CONFIDENTIAL LETTERS/STATEMENTS

In accordance with the Family Educational Rights and Privacy Act I hereby waive my "right of access" to any and all confidential letters and statements now held and hereafter submitted to the University of Hawai'i respecting the following: (a separate waiver must be executed for each purpose)

\_\_\_\_\_  Admission

\_\_\_\_\_  Application for employment or creation of employment placement file

\_\_\_\_\_  Receipt of an honor or honorary recognition (specify award or organization involved)

\_\_\_\_\_  
I understand that my waiver of this "right of access" is a voluntary action on my part and that I will not be permitted to view or otherwise obtain the information noted above.

\_\_\_\_\_ / \_\_\_\_\_  
(Name of Student) (Signature of Student) (Date)

APPENDIX C

FERPA Form 2

(Please type or print clearly)

UNIVERSITY OF HAWAII  
REQUEST TO DESIGNATE DIRECTORY INFORMATION ITEMS  
NOT TO BE DISCLOSED TO THE PUBLIC

In accordance with the Family Educational Rights and Privacy Act, I hereby request that the following items designated as directory information not to be disclosed to the public.

- Name of student;
- Address and zip code;
- Telephone number;
- Major field of study;
- Education level (i.e., freshman, sophomore, etc.)
- Dates of attendance;
- Most recent educational institution attended;
- Degrees and awards received;
- Email address.

---

I understand that my request for non-disclosure of the specific items of directory information is a voluntary action on my part and that the above directory information will not be sent to anyone unless I rescind this request, including information to potential employers, and transcripts to other colleges and universities.

Name of Campus where records are based: \_\_\_\_\_

---

\_\_\_\_\_/\_\_\_\_\_  
(Name of Student) (Signature of Student) (Date)

---

REQUEST TO RESCIND DESIGNATION OF DIRECTORY INFORMATION ITEMS  
NOT TO BE DISCLOSED TO THE PUBLIC

I request to rescind my request for non-disclosure of the items of directory information.

Name of Campus where records are based: \_\_\_\_\_

---

\_\_\_\_\_/\_\_\_\_\_  
(Name of Student) (Signature of Student) (Date)

APPENDIX D

FERPA Form 3

(Please type or print clearly)

UNIVERSITY OF HAWAII  
REQUEST BY STUDENT TO INSPECT EDUCATION RECORDS

Section A: Student should present completed form to the appropriate office listed in Administrative Procedure A7.022, Appendix A with a valid photo ID.

I, \_\_\_\_\_, a (currently enrolled/former) student at  
(full name)

\_\_\_\_\_, hereby request to inspect my education records as follows:  
(campus)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ / \_\_\_\_\_  
(date)

Section B (To be filled in by Custodian of Records)

Request by student is  Approved

Disapproved

Signature: \_\_\_\_\_ / \_\_\_\_\_  
(date)

Section C (To be completed by student following the visual inspection of the requested education records)

I, \_\_\_\_\_, have been granted access to the education records requested above.

Signature: \_\_\_\_\_ / \_\_\_\_\_  
(date)

APPENDIX E

PROCEDURAL GUIDELINES RELATED TO  
SUBPOENAS FOR STUDENT EDUCATION RECORDS  
ISSUED BY STATE OF HAWAI'I OR FEDERAL COURTS

Types of Court Subpoena

Type 1: For attendance of witnesses.

Type 2: For the production of documentary evidence.

Type 3: For taking depositions (responding to written questions posed by an attorney, court, or legal service).

A subpoena duces tecum compels attendance to testify as a witness and further directs the individual to bring with him designated documents.

Acceptance of Subpoena

The Registrar and the Registrar's designee(s) are the only staff members authorized to accept subpoenas related to official academic records. If the subpoena is addressed specifically to:

1. "Custodian of Education Records" or "Registrar" - either the Registrar or the Registrar's designee(s) may accept the subpoena.
2. "A person" - then, only the named individual can accept the subpoena.

If the Registrar and the Registrar's designee(s) are not available or absent, advise the deputy sheriff (who is trying to serve the subpoena) to return at another time. Record the name and number of the deputy sheriff serving the subpoena so that the Registrar or the designee can contact the deputy sheriff as soon as they are able to receive the subpoena.

Scope of Subpoenaed Materials

Only official and primary academic records (e.g., academic transcripts and admissions applications) can be submitted in compliance with subpoenas served on registrars because registrars are custodians of only these records. If other records are also being subpoenaed, the attorney who requested the subpoena should be advised immediately to serve new subpoena(s) on the appropriate record custodian responsible for the student's other education records.

Procedure for Registrar

A. Upon Acceptance of Subpoena

1. Contact the judge, his court clerk, or the attorney who requested the subpoena and inform them of FERPA requirements and related University procedures including the necessity of notifying the affected student with a UH FERPA Form 9. Such procedures normally require 10 calendar days if the student resides in Hawai'i, 14 calendar days if the student resides on the U.S. main land, and 30 calendar days if the student lives in a foreign country. Any contact with the requesting attorney or court official should be recorded. If contact is over the telephone, follow up letters should be sent to confirm all conversations.
2. If the date for compliance with the subpoena does not allow enough time for meeting FERPA

notification requirements, the Registrar should contact the attorney who requested issuance of the subpoena and explain the need for his stipulation for an extension of time. If the attorney refuses to provide an extension of time, the Registrar is legally required to appear before the judge or other court or administrative officer named in the subpoena at the designated time and location. (Failure to do so could result in the Registrar being found in contempt of court.) At that appearance, the Registrar should advise the judge or other court officer of his need for additional time in order to comply with FERPA regulations which require that the educational institution make a reasonable effort to notify the student of a subpoena or other judicial order requesting personally identifiable information in advance of compliance therewith, as required under 45 C.F.R. Section 99.31 (a) (9).

3. Obtain the following information from the court which issued the subpoena or the attorney who requested the subpoena:

a. Biodata of the student whose academic records are being subpoenaed; e.g., SS#, full name including middle and/or former name(s) or "AKA's", date of birth, current mailing address, and telephone number.

b. Name, telephone number and mailing address of the student's attorney of record (if any).

4. Inform the student that his/her academic record is being subpoenaed:

a. Via Telephone - If a telephone number is available, try to contact the student by phone. If the telephone contact is made, follow up with a confirming letter for the record including whatever arrangements that have been made for an extension of the date for compliance. Additionally, attach a FERPA Form 9 and a photocopy of the subpoena.

b. Via mail - If telephone contact is impossible, attach a photocopy of the subpoena to FERPA Form 9 and mail it promptly to the student at his/her last known address. Be careful to allow appropriate notification time as stipulated in A (1).

5. Inform the student's attorney of the subpoena:

a. If the student has an attorney of record, contact and advise this attorney of the subpoena for the student's records. This contact will probably be easily made by telephone. The Registrar should note this telephone contact in his or her files and mail a confirming letter to the student's attorney.

6. Contact the Attorney General's Office at UH (948-6602/6603) if there are any questions with regard to other subpoena requirements.

FERPA Form 9

(Please type or print clearly)

UNIVERSITY OF HAWAII  
NOTIFICATION OF SUBPOENAED RECORDS

\_\_\_\_\_  
(Full Name of Student)

\_\_\_\_\_  
(Address of Student)

Your official records as listed below which are held by the \_\_\_\_\_ at \_\_\_\_\_  
(Office/Department) (Campus)  
have been subpoenaed by (see copy attached): \_\_\_\_\_

The office named above will comply with the subpoena on \_\_\_\_\_  
(mo.) (day) (yr.)

Specific records subpoenaed:

\_\_\_\_\_  
\_\_\_\_\_

This letter constitutes official notification to you as required by the Family Educational Rights and Privacy Act of 1974.

\_\_\_\_\_  
\_\_\_\_\_ Sincerely,  
\_\_\_\_\_  
\_\_\_\_\_  
(Custodian for Education Records) / (Date)

(To be completed in duplicate with one copy kept in Custodian's files; other copy attached to the student's records which are released.)

\_\_\_\_\_

FERPA Form 10

(Please type or print clearly)

SUBPOENA PROCESSING CHECKLIST

(To be completed by Registrar or Records Custodian)

Subpoenaed records of \_\_\_\_\_  
Last First M.I.

Former/Maiden Name(s), if any: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Name of Student's Attorney: \_\_\_\_\_

Attorney's Address: \_\_\_\_\_  
\_\_\_\_\_

Attorney's Telephone Number: ( ) \_\_\_\_\_



SUBPOENA CHECKLIST

Type of Subpoena: \_\_\_\_\_ For the attendance of witnesses  
(check all that apply) \_\_\_\_\_ For the production of documentary evidence  
\_\_\_\_\_ For taking depositions

Reason for Subpoena: \_\_\_\_\_

Date and Time Subpoena Was Accepted: \_\_\_\_\_ at \_\_\_\_\_ :

Person Who Accepted Subpoena: \_\_\_\_\_

Notified Attorney General's Office at UH of Subpoena (optional): \_\_\_\_\_

Date and Time: \_\_\_\_\_





APPENDIX G  
FERPA Form 5

(Please type or print clearly)

UNIVERSITY OF HAWAII  
CONSENT TO DISCLOSE EDUCATION RECORDS TO THIRD PARTY

I, \_\_\_\_\_, hereby give my consent to have my following education  
(full name)

records disclosed to \_\_\_\_\_.

Specific Records to be Disclosed: \_\_\_\_\_

Reason for Disclosure: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature: \_\_\_\_\_ / \_\_\_\_\_  
(date)

This consent form is required by the Family Education Rights and Privacy Act as amended 2010. Students can fill in this form accessed through the UH identity management system or present this form in person with a valid photo ID. Students will be requested to provide two security questions which will be used to identify the person being permitted to see the education records.

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APPENDIX H

FERPA Form 6

(Please type or print clearly)

UNIVERSITY OF HAWAII  
REQUEST TO AMEND EDUCATION RECORDS

I, \_\_\_\_\_, upon viewing the following document(s) \_\_\_\_\_,  
(full name) (type or title)

created or authorized by \_\_\_\_\_, dated \_\_\_\_\_, and contained in my  
(name, if known)

education records, hereby question the

content  accuracy

of the document(s). (specific content questioned)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am therefore requesting that the following action be taken:

- That the entire document be destroyed.
- That the document be returned to the originator.
- That the specific portion in question be removed from my folder.
- That this request be permanently affixed to the document.
- That the following be substituted for the questioned portion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason for my request is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if additional space is necessary)

I understand that the author of the document described above will be provided an opportunity to review the document and indicate his/her position relative to my request. Should the author choose to respond, I understand I will be provided access to his reply.

\_\_\_\_\_  
Signature of Student / \_\_\_\_\_

APPENDIX I

FERPA Form 7

(Please type or print clearly)

UNIVERSITY OF HAWAII  
RESPONSE TO STUDENT REQUEST  
TO AMEND EDUCATION RECORDS BY THE CREATOR OF THE DOCUMENT

I have read the request to amend student education records regarding \_\_\_\_\_, dated \_\_\_\_\_  
(type of document)

\_\_\_\_\_ by \_\_\_\_\_ and recommend the following:  
(name of student)

- That the entire document be destroyed.
- That the document be returned to me.
- That the specific portion in question be removed from the student's folder.
- That the following be substituted for the questioned portion:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

That the contents of the document remained unchanged.

This request is made because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if additional space is necessary)

I understand that if I do not respond within seven working days after receiving notice of this request, the University may proceed on the basis of available information. I further understand that this reply will be made available to the student.

\_\_\_\_\_  
\_\_\_\_\_  
Signed \_\_\_\_\_ / \_\_\_\_\_  
(date)

\_\_\_\_\_  
Title \_\_\_\_\_

APPENDIX J  
FERPA Form 8

(Please type or print clearly)

UNIVERSITY OF HAWAII  
REQUEST FOR HEARING

I, \_\_\_\_\_, hereby request that a hearing be held concerning (  access to;  accuracy of )  
(full name)

my records. This request is related to my (  request for access;  request to amend ), dated \_\_\_\_\_.

This hearing is being requested because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use back if additional space is required)

\_\_\_\_\_  
(Student's Signature) (date)

Received by \_\_\_\_\_  
(date)

Title \_\_\_\_\_

Informal Resolution (if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Student's Signature) (Department Head Signature)

\_\_\_\_\_  
(date) (date)

Date of Hearing \_\_\_\_\_ Hearing Officer \_\_\_\_\_

Summary of Findings \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Decision and Recommendations \_\_\_\_\_

\_\_\_\_\_

Date Decision Mailed to Student: \_\_\_\_\_

If the student's request has been denied, the student shall be notified that he/she may place a statement in the education

commenting on the decision of the University.

\_\_\_\_\_/\_\_\_\_\_  
(Hearing Officer Signature) (date)

FERPA Form 8 (2012)

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