

## More information on student rights under FERPA

- 1. The right to inspect and review a student's education records within 45 days after the day the UH campus receives a request for access.** A student should submit to the registrar, dean, head of the academic department, or other appropriate UH official, a written request that identifies the record(s) the student wishes 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 records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** UH discloses education records without a student's prior written consent for disclosure to University officials with legitimate educational interests under the FERPA exception. A University official is a person employed by UH 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 regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside of UH who performs an institutional service or 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. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
- 3. The right to seek an amendment if a student believes the contents are inaccurate, misleading, or otherwise in violation of their privacy rights.** A student who wishes to ask a UH campus to amend a record should write to the University official responsible for the record, clearly identify the part of the record to be changed, and specify why it should be changed. If the UH campus decides not to amend the record as requested, it will notify the student in writing of the decision and of 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.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UH to comply with the requirements of FERPA.** The complaint must be filed within 180 days of the alleged violation or within 180 days after the complainant knew or should have known about the violation. 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.