

## Privacy of Student Records

The following serves as a notice of your rights as a student under FERPA. You have the right to the following:

- To review your education records;
- To request amendment of records;
- To consent to disclosures of personally identifiable information; and
- To file complaints with the Department of Education.

Education records may be reviewed by requesting an unofficial transcript from the Registrar. If you want to request amendment of the records, you must submit an official written request with an explanation of what error has been made with your records, what corrective action you believe is needed, and copies of any supporting documentation to substantiate your request.

The Registrar will verify the accuracy of the request and discuss the request with the Director of Education. When a final determination has been made, you will be informed in writing. Furthermore, you have the right to the following information pursuant to FERPA:

- General disclosures about financial assistance available to students enrolled in the institution, the institution, its retention and placement rates, and the types of employment obtained by graduates of the program; and
- Disclosures about the annual security report and annual fire safety report.

This information is made available to all current and prospective students via the institution's website. Paper copies of these disclosures are available upon request from the Director of Financial Aid.

Finally, the disclosure of your confidential education records requires prior written consent (unless disclosure is permitted under certain exceptions to FERPA set forth in Section 99.31 of the FERPA Regulations.) Written consent may be obtained by submitting an email or written statement requesting release of your records. All parties to which this information is released must be specified on the request. This consent may be withdrawn at a time prior to the release of the records by submitting an additional email or written statement.