

Please note: This policy is from the [University Catalog](#). If there are discrepancies, please refer to the Catalog.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, provides certain rights to students regarding their education records. Each year Augsburg University is required to give notice of the various rights accorded to students pursuant to FERPA. In accordance with FERPA, you are notified of the following:

Right to Inspect and Review Education Records

You have the right to review and inspect substantially all of your education records maintained by or at Augsburg University. You must submit a signed written request to the [Registrar](#) to request a review. We will make a good effort to provide that review as soon as practical, however, no later than 45 days after receiving the request.

Right to Request Amendment of Education Records

You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your right to privacy. This includes the right to a hearing to present evidence that the record should be changed if Augsburg decides not to alter your education records according to your request.

Right to Give Permission for Disclosure of Personally Identifiable Information

You have the right to be asked and to give Augsburg your permission to disclose personally identifiable information contained in your education records, except to the extent that FERPA and the regulations regarding FERPA authorized disclosure without your permission. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a

legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Right to Withhold Disclosure of "Directory Information"

FERPA uses the term "Directory Information" to refer to those categories of personally identifiable information that may be released for any purpose at the discretion of Augsburg University without notification of the request or disclosure to the student. Under FERPA you have the right to [withhold the disclosure of the "Directory Information"](#) listed below. Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you decide to inform Augsburg University not to release "Directory Information," any future request for such information from persons or organizations outside of Augsburg University will be refused.

"Directory Information" includes the following:

- the student's name (legal first and last name, preferred first name)
- the student's address
- the student's telephone number
- the student's email address
- the student's date and place of birth
- the student's major and minor fields of study
- the student's academic class level
- the student's enrollment status (FT/HT/LHT)
- the student's participation in officially recognized activities and sports
- the student's degrees and awards received (including dates)
- the weight and height of members of athletic teams
- the student's dates of attendance
- previous educational agencies or institutions attended by the student
- the student's photograph

Augsburg University will honor your request to withhold all "Directory Information," but cannot assume responsibility to contact you for subsequent permission to release it. Augsburg assumes no liability for honoring your instructions that such information be withheld. The Registrar's Office must be [notified in writing of your intent](#) to withhold your "Directory Information."

Right to Complain to the FERPA Office

You have the right to file a complaint with the following office concerning Augsburg's failure to comply with FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202

Reporting Educational Information

Letters of reference must be requested in writing and explicitly indicate what information may be reported in the letter.