

## Family Educational Rights and Privacy Act (FERPA) (Buckley Amendment)

In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20. USC 1232g, commonly referred to as the "Buckley Amendment" or "FERPA") Post University has adopted the procedures below to protect the privacy rights of its students.

FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution. These rights include:

1) The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day Post University receives your request for access. Students should submit requests to the Registrar's Office in writing, identifying the records you wish to inspect. The Registrar's Office will make arrangements for access and notify you of a time and place where the records may be inspected.

2) The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar's Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar's Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment.

3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Post University to comply with the requests 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 20202-4605

4) The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent FERPA authorizes disclosures without consent. One such exemption permits Post University to disclose personally identifiable information in education records to "school officials" with "legitimate educational interests." A "school official" is any person employed by Post University in an administrative, supervisor, academic or support staff position; any person or company with whom Post University has contracted (such as an attorney, auditor, or collection agent) or a member of the Board of Trustees. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill the official's professional responsibility.

Another exception permits Post University to disclose your "directory information" to anyone within the Post University community and to the general public. Post University has designated the following as directory information:

Student name

Address

Email address

Telephone number

Dates of Attendance (if graduated)

Full-time /part-time status

Class standing

Academic major

Degrees earned

Participation in officially recognized activities and sports

Weight and height of athletic team members

Awards received

Photographs of students

All other student information will not be released to students, parents or outside agencies unless accompanied by a written release of information, signed by the student, which complies with the requirements of FERPA, unless the disclosure of information is authorized by FERPA.