



REGENT UNIVERSITY
ANNUAL RIGHT TO PRIVACY NOTICE TO ALL STUDENTS

This is a brief summary of your rights under the *Family Educational Rights and Privacy Act (FERPA)*, the federal law that governs release of and access to student education records. Regent University's full policy concerning FERPA is printed in the Regent University Catalog and in the Student Handbook. In the event of conflict between the language in this summary and the full policy in the University Catalog and Student Handbook, the full policy shall govern.

Your rights under FERPA include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you wish to review your record, contact the Registrar's Office to make the appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the Regent University official responsible for the record, clearly identifying that part of the record you want changed and why you believe it is inaccurate or misleading. You will be notified of the University's decision and advised on the appropriate steps if you do not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One such exception is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" information from your record in order to fulfill his or her official responsibilities. The particular individuals with a legitimate need to know vary depending on the particular circumstances. Regent University identifies the following as "school officials," depending on their duties and only within the context of those duties: University faculty and staff, agents of the University, students employed by the University or serving on official University committees, and representatives of agencies under contract with the University, including but not limited to the CBN/Regent University Police Department, the National Student Clearinghouse, and companies offering student insurance. The University may also disclose information from education records to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function and to persons in compliance with a judicial order, as allowed under FERPA.
4. The right to file a complaint with the Family Compliance Office of the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

As allowed under FERPA, the Registrar's Office *may* at its discretion provide directory information to outside parties, including other students, if deemed appropriate. However, the University's normal practice is to provide directory information only to potential employers or institutions in which students seek to enroll (see related note in bold below). Directory information includes: name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous education institution attended, photograph and participation in officially recognized activities. Also, a student directory containing names, addresses, phone numbers and program information for enrolled students *may* be published and distributed by Student Services or individual schools or classes.

If you wish to request that directory information not be disclosed by the University and that your name and directory information not be published in a student directory, please complete the ["Student Request to Withhold Directory Information"](#) form and **return it to the Registrar's Office by September 23, 2011**. Your record will remain confidential until you request that the confidentiality hold be removed, even after graduation or withdrawal from the University. Please note that the University is not required to honor your request to not publish directory information, and may also release non-directory information, in situations in which disclosure of the information is necessary to protect the health or safety of yourself or others. **You should consider very carefully the consequences of requesting non-disclosure of directory information. Be aware that the confidentiality block will prevent the University from confirming your enrollment, credit hours, or degree conferred to anyone who inquires, even to potential employers or institutions you may wish to attend in the future.**

If you choose to have non-directory information released to any party for any reason, please complete the Student Information Release (FERPA Waiver) form found on the Registrar's website and submit it to the Registrar's Office. Also, please note that it is vitally important to keep your directory information current with the Registrar's Office, particularly your address and phone number, in order to receive important University information.

Sincerely,
Althea Bishard
University Registrar