

# FERPA PRIVACY/DIRECTORY INFORMATION

In accordance with the General Education Provisions Act of 1974, Judson University protects the rights of students in regard to the privacy and accuracy of their educational records.

The following items are considered Directory Information that may be used in publicity or in response to inquiries regarding a student:

- name, date and place of birth
- dates of attendance or graduation
- permanent residence
- weight and height for members of athletic teams
- major
- religious preference
- degree
- awards and honors
- participation in official activities
- photographic and videotaped image
- local address and phone number
- most recent educational institution previously attended and University employment status.

A student who does not want this information made public may indicate his restrictions to the Registrar within three days after the end of the registration period for each term.

## FERPA

**The Family Educational Rights and Privacy Act of 1974 (FERPA)**, also known as the Buckley Amendment, protects the privacy of student records. This Act provides students the right to inspect and review education records, the right to seek to amend those records, and to limit the disclosure of information from the records. Under FERPA, colleges and universities have up to 45 days to comply with a request from a student to view their records.

The Family Educational Rights and Privacy Act strictly limits parental access to the educational records of their University-enrolled children. Judson University intends to comply fully with this Act. However, FERPA guidelines do allow students to voluntarily surrender some of their privacy rights.

As a result, while Judson recognizes the legitimate interest of parents, guardians, and spouses to consult with professional staff about the academic and personal well-being of their students, **the University cannot do so without a written release signed by the student.** Students may find the FERPA Release form on the Student Info tab in MyJudson. Completed forms should specify what information can be released, to whom it can be released, and who at Judson is being authorized to release it. Authorizations last for one academic year and must be renewed by the student at the start of each fall semester.

Judson University Campus Safety is considered the institution's law enforcement unit, and records created and maintained by that department for law enforcement purposes are excluded from the definition of education records. Campus Safety staff members, and members of the University Behavior Assessment Team, are considered school officials with a legitimate educational interest, and may be

granted access to education records as necessary to fulfill their professional responsibilities. Additionally, the FERPA health and safety emergency provision permits information from a student's education record to be disclosed to appropriate parties in the event of a health or safety emergency such as a natural disaster, terrorist incident, or outbreak of an epidemic disease.

For more information regarding FERPA, please contact Judson's Registrar's Office or visit the Department of Education website at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>).

## Right to Know

In accordance with the provision of Law 93-380, a student currently or formerly enrolled at Judson University has the right to request access to their records.