

Notification of Rights under FERPA

The **Family Education Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. They are:

1. The right to inspect and review your education records within 45 days from the day Columbia International University (CIU) receives a request for access.

Students should submit to the registrar, the academic dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The CIU official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records which the student believes are inaccurate or misleading.

Students may ask CIU to amend a record that they believe is inaccurate or misleading. They should write the CIU official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If CIU decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by CIU in an administrative, supervisory, academic or research, or support staff position (including law enforcement, 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 his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CIU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Columbia International University designates the following categories of student records as public "Directory Information" and may use its discretion in disclosing this data:

1. Name, postal address, e-mail address, telephone number, photographs, dates of attendance, classification
2. Prior institution(s) attended, major fields of study, awards, honors, degree(s) conferred (including dates)
3. Past and present participation in officially recognized sports and activities, date and place of birth.

You may direct the withholding of any or all of this Directory Information by providing the CIU Registrar with a signed and dated request returned prior to the first day of the second full week of classes. A request to withhold the name is a request to withhold all information. Unless filed, individual approval for disclosure is assumed. Additional information on FERPA is found in the CIU *Biblical and Ministry Standards & Community Life* handbook.