

UAM OPERATING PROCEDURE 545.2
RE: Notification of Student Rights Under
FERPA and Public Notice of Directory
Information

July 1, 2011
February 24, 2020

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the University will annually notify eligible students in attendance of their rights under FERPA and issue a public notice of directory information. The annual notification will be published by various means, including: the student handbook; the University's website; the student newspaper; and posted at various locations throughout the University. The Student Engagement Office will be responsible for the distribution of the Notification of Student Rights under FERPA and the Public Notice of Directory Information listed below.

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's 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 provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, including educational research. 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 as its agent to provide a service instead of using University employees or officials (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, a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, collection agent, verification agencies such as the National Student Clearinghouse), 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 responsibilities for the University.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Phone: 1-800-872-5327

Public Notice of Directory Information

In accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), the University of Arkansas at Monticello hereby designates the following student information as public or "directory information." Such information may be disclosed by the institution, without a student's previous consent, for any purpose, at its discretion:

1. Name
2. Address
3. Telephone number
4. Photograph
5. Date and place of birth
6. Nationality
7. Parent's name and address
8. Spouse's name and address

9. Marital status
10. Religious preference
11. Number of hours enrolled
12. Number of hours completed
13. Classification by year
14. Dates of attendance at University
15. Major field of study
16. Participation in recognized activities and sports
17. Weight and height (athletic teams)
18. Scholarships, honors, degrees and awards received
19. Name of most recent educational institution
20. Campus e-mail address

At any time, students may restrict the release of any/all “directory information” by completing the Restriction of Information section of the *Release and/or Restriction of Student Information* form or by visiting the student’s WeevilNet self service account and accessing the “Security” tab on the Personal Information page to enter the restriction. Students should be aware that restricting the release of “directory information” has other consequences. For example, depending upon the particular directory items restricted, the University may not notify a student’s hometown newspaper about awards and honors received, may not verify enrollment to a third party, or may not verify degree completion to a third party.