

Family Educational Rights and Privacy Act

Purpose

The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended and right to have some control over the disclosure of information from the records. The act does not apply to students admitted to the university who have not officially enrolled. Norwich University affords all of the rights under the law to its students.

Annual Notification

Students rights as stipulated by FERPA are posted on the Registrar's page of the University's web site, www.norwich.edu, under the area titled Family Educational Rights and Privacy Act (FERPA).

Release of Student Record Information

In general, Norwich University will not release student educational record information without the expressed, written consent of the student. If a student would like to share their academic information with parents, family members, NU ROTC staff, or other agencies, a student must complete a FERPA release form each semester. The form provides permission for academic information to be released to the designated party until the end of the semester following the date of when the release is signed. There are, however, some exceptions:

Directory Information

The following information is designated as "Directory (Public) Information" and may be released without the student's consent:

- Student's name
- Student's local address & telephone number
- Student's permanent address and telephone number
- Student's e-mail address
- Dates of enrollment
- Date of disenrollment, but not the reason if prior to graduation
- Status of enrollment (i.e. whether the student is, or is not, currently enrolled)
- Full or part-time enrollment
- Major field of study
- Advisor
- Anticipated date of graduation, if currently enrolled
- Date of birth
- Photos
- Participation in officially recognized activities and sports
- Residency - Corps of Cadets, Civilian, Commuter
- Weight and height of members of athletic team
- Degrees earned, if any, and date conferred
- Awards and honors received (including promotions in the Corps of Cadets)

Students have the right to withhold the release of "Directory Information." To do so, a student must make a written request for withholding of this information to the Registrar's Office. It should be noted that if a student asks for "Directory Information" to be withheld, it will be withheld from a variety of sources, including: friends, relatives, prospective employers, honor societies and the news media. Student directories are published on the University's web site, my.norwich.edu, at the end of the "add/drop" period. If the student has not made a request for their information to be blocked by that time, his or her name will appear in those directories. Students should be aware that directory blocks

are permanent while the student is in attendance and will not be removed without a written request, until they have completed their studies at Norwich.

Examples of other exceptions

- A. Emergency situation
- B. Serious concerns for the safety of students, faculty, or staff.
- C. Lawfully issued subpoena
- D. School officials with legitimate educational interests as determined by the Registrar’s Office
- E. State and federal representative as required by law

Right to Review Records

Students have the right to review any of their educational records except parental financial records or letters of recommendation if the student has specifically waived the right of access to those letters in writing. A fee of twenty-five cents per copy is charged for requested copies of eligible documents. Requests must be made in writing and addressed to the Registrar’s Office.

Right to Seek Amendment of an Educational Record

Students who believe that information contained in their educational records is in error or misleading may request that the record custodian amend the record. If the record is not amended to the student’s satisfaction, a University hearing may be requested. Requests must be made in writing and addressed to the Registrar’s Office.

Student Right of Complaint

Students have the right to file complaints with the Department of Education concerning alleged failures by Norwich University to comply with the law. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; (202) 260-3887, FAX: (202) 260-9001.