

August 12, 2021

Dear Student:

As an enrolled student, you are entitled to various reports and you should be aware of policies that apply to your enrollment. Policies on topics as varied as financial aid, drug and alcohol abuse, and your rights under the Family Educational Rights and Privacy Act (FERPA), are accessible at <http://www.norwich.edu/consumer>. All of these reports and policies can be provided in print form, upon request. I encourage you to read and become familiar with these reports and policies.

In addition, FERPA grants eligible students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review your education records within 45 days after the day Norwich University receives a request for access. You should submit to the Registrar a written request that identifies the record(s) that you wish to inspect. The University will arrange for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to ask the University to amend a record, you should write our Registrar, clearly identify the part of the record that you want changed, and specify why it should be changed.

If the University decides not to amend your record as requested, Norwich will notify you in writing of the decision and your right to a hearing regarding the request for amendment.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from your education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without your prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A University official typically includes a person employed by Norwich in an administrative, supervisory, academic, research, or support staff; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor

outside of Norwich who performs an institutional service of function for which the University would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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 Norwich University 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
400 Maryland Avenue, SW
Washington, DC 20202

Yours in Service,



Dr. Mark Anarumo
Colonel, USAF (Ret)
President