

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

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

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. Students should submit to the Office of the Registrar, written requests that identify the record(s) they wish to inspect. The registrar 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 Office of the Registrar, the registrar 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 or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 (such as an attorney, auditor, collection agent or the National Student Loan Clearinghouse); 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 Linfield University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

LINFIELD UNIVERSITY DISCLOSURE OF DIRECTORY INFORMATION

Linfield University designates the following student information as "Directory Information." Items listed below may be released for any purpose at the discretion of Linfield University unless the student requests that the information be withheld.

- Name
- Address
- Telephone number
- E-mail address
- Dates of attendance
- Class standing
- Previously attended institution(s)
- Major and minor(s)
- Awards and honors
- Degree(s) conferred including dates
- Past and present participation in officially recognized sports and activities
- Physical factors (height and weight of athletes)
- Date and place of birth.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student has the right to withhold Directory Information. Should a student decide to inform Linfield University not to release Directory Information, any future requests for such information from non-institutional persons or organizations will be refused. This includes, but is not limited to, verification of enrollment for any purpose, listing in any campus directories, listing on the Dean's list or other public recognitions, inclusion in any campus publications, etc.

Linfield University will honor a student's request to withhold Directory Information but does not assume responsibility for contacting the student for subsequent permission to release information regardless of effect it may have. Linfield University assumes no liability for honoring a student's request to withhold Directory Information. Students can elect to withhold Directory Information via an online Etrieve form.

For questions regarding this notification or FERPA, please contact:

Office of the Registrar
900 SE Baker St.
McMinnville, OR 97128

Dean of Students
900 SE Baker St.
McMinnville, OR 97128