



## ANNUAL NOTIFICATION OF STUDENT RIGHTS Under the Family Educational Rights and Privacy Act (FERPA)

SOU is required to annually notify students of the rights afforded to them under the Family Educational Rights and Privacy Act (FERPA). SOU is sending this notification to you to comply with the notification requirements under this Act.

**FERPA affords students certain rights with respect to their education records. They are:**

**(1) The right to inspect and review the student's education records.**

Students should submit to the University Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The 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 to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.**

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) Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and the regulations under it authorize disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official includes a person employed by the university in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person, company, or entity with whom the university has contracted (such as an attorney, auditor or collection agent); members of applicable governance boards; 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 responsibilities. Upon request, the university discloses education records without consent to officials of another school in which a student seeks to enroll. No further notice need be given to students of transfer of records to such other school.

**(4) The right to file with the U.S. Department of Education a complaint under 34 CFR Sec.99.63 concerning alleged failures by the institution to comply with the requirements of the FERPA.**

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W. Washington, D.C. 20202

**(5) The right to obtain a copy of the SOU Student Records Policy**

SOU policies elaborate upon or qualify rights in student records to the extent the institution is authorized to do so under law. Copies of the SOU policies may be obtained from the Office of the Registrar, 1250 Siskiyou Blvd., Ashland, OR 97520, (541)552-6600.

In accordance with state and federal law, the university has adopted a policy to govern the gathering, use and disclosure of student records. Under the SOU Student Records Policy, most of the records that the university maintains with regard to a student can be disclosed without a student's written consent only to the student, to school officials, to sponsors of financial aid (when the student has applied for or received aid), to some government agencies, and to persons issuing a lawful subpoena.