

Dear Student:

This is a summary of FERPA (Family Educational Rights and Privacy Act). This act was legislated to protect the privacy of your student records.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, helps protect the privacy of students' education records. The Act provides students the right to inspect and review their education records, the right to seek to amend those records, and the right to limit disclosure of information from those records.

Inspect, Review, and Amend

Students have the right to inspect and review their education records within 45 days of the day the University receives a request for access. A written request needs to be submitted to the office that maintains the records being requested and must identify the record(s) the student wishes to review. Official education records are maintained by the Office of the Registrar.

Students also have the right to request an amendment to their education records; asking the University to amend a record that they believe is inaccurate or misleading. Students need to submit such requests, in writing, to the office that maintains the records in question and must clearly identify the part of the record they want changed; specifying why it is inaccurate or misleading.

Note: The Fairness Board handles disputes regarding grades. If the office decides against amending the record as requested by the student, the office will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. For additional information on amending records or a hearing regarding a requested amendment, contact the Office of the Registrar.

Disclosure

Students have the right to limit disclosure of their education records. The University may not disclose protected or confidential information from a student's education record, with the following exceptions: Student's Written Consent; Valid Subpoenas; Search Warrants; Ex Parte Order (Patriot Act); or Emergency/Crisis Situations.

Only Directory Information* may be released to non-University Officials without the student's permission, unless the student chose not to disclose their directory information. Students have the right to ask the University not to disclose all of their Directory Information*. Via the my.calpoly.edu Portal, Cal Poly students may change their directory information setting so that it is not disclosed to anyone except under certain extraordinary circumstances. Students should be aware that if they choose not to disclose their directory information, their names will also be left out from publications, websites, etc. that are accessible to general public unless the students give their written permission to be included.

*Directory includes: name, mailing address, preferred telephone number, email address, major, dates of attendance, degrees and awards received, photograph, weight and height of athletic team members, most recent previous education institution attended, participation in officially recognized activities and sports, and Unit 11 employment information.

For more information, visit https://registrar.calpoly.edu/ferpa_summary.