

FERPA Annual Notice

Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99)

Students have four basic rights under FERPA:

1. The right to inspect and access their education records. Students should submit a written request to the Office of Registrar that identifies the record requested. The student will be notified of the time and place the record may be inspected. If the records are not maintained by the Office of the Registrar, the student will be advised of the correct official to whom the request should be addressed.
2. The right to seek and amend inaccurate and misleading information. Students who wish to have a record amended should write the school official responsible for the record, and include why it should be changed. If Auburn University decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
3. The right to provide written consent to Auburn University to allow disclosure of personally identifiable information (PII) contained in the student's education records, except in cases where FERPA authorizes disclosure without consent.

In accordance with FERPA, Auburn University may disclose PII from the student's education record without consent to a school official with legitimate educational interest. A school official is typically defined as a person employed by Auburn University in an administrative, supervisory, academic, or staff position; or a student serving on an official committee. A school official also may include a volunteer or contractor outside of Auburn University who performs an institutional service for the university. 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 Auburn University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Auburn 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

Auburn University defines directory information as required by § 99.37 as information that if released would not be considered a violation of a student's privacy. This information includes:

- Student's Complete Name
- Telephone Numbers
- Addresses
- A.U. E-mail Address
- Degrees and Awards Received
- Most Recent Classification and Curriculum
- Participation in Recognized Activities and Sports
- Term/Dates of Attendance (does not include specific daily records or a student's attendance pattern)
- Enrollment Status (full or part time)
- Photographs, Video or Other Electronic Image (released only in connection with official A.U. publications)

FERPA regulations allow the release of directory information without the written consent of the student. A student does have the option to place a FERPA restriction on his or her educational records by contacting the Office of the Registrar. This will ensure that no directory information will be released to a third party without that student's written permission.

If you have questions regarding this notice or other FERPA questions or concerns, please contact the Office of the Registrar at 334-844-2544 or registrar@auburn.edu.