



ALABAMA STATE
UNIVERSITY

Office Of The Provost And
Vice President For Academic Affairs
Division Of Student Services

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA) ACT

Alabama State University collects, compiles and maintains information on its students in order to enhance University operations. The University fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), better known as the Buckley Amendment. The Buckley Amendment was named after Sen. James Buckley of New York. It was introduced in 1974 and enacted in 1976 as a new section of the General Education Provisions Act. It is designed to protect the rights and privacy of students and parents.

Directory Information may include:

- Name
- Address
- Telephone
- E-mail address
- Major field of study
- Dates of attendance
- Enrollment status
- Degree and awards received
- Date and place of birth
- Photographs
- Participation in officially recognized activities and sports
- Height and weight of athletes

Directory Information must NOT include:

- Student ID Number
- Social Security Number
- Race
- Ethnicity
- Nationality

IN THIS PLACE YOU MUST BE DIFFERENT!

Restricted Information

Students have the right to have either all or some of their information restricted. Restricted information may only be released to law enforcement agencies, local, state and federal government agencies or by court request or subpoena.

Students who have concerns about information being released from their education record without appropriate consent may contact:

The Office of Student Services
108 McGhee Hall
(334-229-4241)

or

**the Provost and Vice President
of Academic Affairs**
118 Council Hall
(334-229-4231)

POLICY ON ACCESS TO AND RELEASE OF STUDENT RECORDS 2011-2012

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

THE BUCKLEY AMENDMENT

WHAT YOU NEED TO KNOW...

NOTIFICATION OF FERPA

Alabama State University is required by law to notify all students of their rights to privacy. This notification is provided in the class schedule booklet, student newspapers, flyers placed in the residence halls and academic buildings, University catalogs, the student handbook, The Pilot, and on the University website.

THE LANGUAGE OF FERPA

FERPA guarantees its rights to students who are 18 years of age and attending an institution of higher education. Parents, guardians and custodians may only receive information concerning students who are 18 years of age, by the following methods.

- They must obtain the signed written consent of the student.
- They must be able to establish that the student is their dependent as advised by the IRS code. The institution must advise the student that it is releasing his/her information to the parent, guardian or custodian.

All newly enrolled students at Alabama State University are provided a copy of the Record Release Form. After completion, the form should be submitted to the Orientation Office, McGehee Hall, Room 211, Office of Student Services or Office of Records and Registration. Currently enrolled students who wish to sign a Record Release Form may pick one up from the Office of Records and Registration.

THE WRITTEN CONSENT

to release information must include:

- Date
- Student's Name
- Statement of Dependency (Tax Information)
- Specific Record Requested
- Signature of the Student

GUARANTEE OF STUDENT RIGHTS

FERPA was written specifically to guarantee students three primary rights:

- Students have the right to inspect and review their educational records.
- Students have the right to amend their educational records; however, to amend academic information, the student must follow the approved policy for amending academic records found in the University Catalog, the Student Handbook The Pilot and on the University website. Students may challenge information that is contained in their educational record.
- Students have the right to have some control over the disclosure of information from their educational records.

WHAT ARE EDUCATIONAL RECORDS?

Educational records are information that is recorded and maintained in some way by the University or University employees pertaining to a specific student's education and are shared. Records may include:

- Handwritten letters or notes
- Print or text
- Computer images or data
- E-mail
- Video or film
- Audio
- Microfilm or microfiche

THE INFORMATION IN EDUCATIONAL RECORDS

This information contained in the student's educational records includes Directory or Public Information and Non-Directory Information. Directory or Public Information is information that is generally considered Not Harmful or an invasion of privacy if released.