

**LONG ISLAND UNIVERSITY
MEMORANDUM**

TO: C.W. Post Campus Community

**FROM: Dr. Sherri Coe-Perkins, Associate Provost, Student Affairs
Michael Klein, Registrar, C.W. Post, Brentwood, Riverhead, and
Rockland Campuses**

RE: Annual Notification of Rights under FERPA (Fall 2008)

DATE: September 22, 2008

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights 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 registrar, dean, or head of the academic department [or appropriate official] written requests that identify the record(s) they wish to inspect. The University 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 that the student believes is 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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, S.W.
Washington, DC 20202-4605**

The following items are designated "Directory Information" and may be released at the discretion of the C.W. Post Campus of Long Island University unless a student files a request to prevent their disclosure:

- Name
- Dates of Attendance
- Date and Place of Birth
- Enrollment Status
- Class
- Major
- Awards
- Honors
- Degrees conferred
- Past and present participation in officially recognized sports and non-curricular activities
- Physical factors (height, weight) of athletes
- Previous educational institutions most recently attended

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of such Directory Information. Long Island University will honor all requests to withhold Directory Information.

Students should be asked to consider carefully the consequences of any decision to withhold such Directory Information. Should they decide not to release any of the information; any request for such information from Long Island University will be refused.

Students requesting the withholding of Directory Information must complete an "Authorization to Withhold Directory Information" form and return it to the Office of the Registrar or Office of Student Affairs.

This authorization is valid until a written request to rescind is received by the Office of the Registrar or the Office of Student Affairs.

In the future, please view FERPA notifications and updates at www.my.liu.edu.