

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act of 1974, as amended, (hereafter referred to as FERPA) affords students certain rights with respect to their education records. These rights are:

- € The right to inspect and review education records within 45 days of the day the College receives a request for access.
- € The right to request the amendment of the education records that the student believes is inaccurate or misleading. Students should write the College 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 College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
- € 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. Exceptions can be found at [ferpa.mercyhurst.edu](http://ferpa.mercyhurst.edu).
- € The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercyhurst College to comply with the requirements of FERPA.

FERPA permits disclosure without consent to school officials with a legitimate educational interest. A school official is:

- € A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including but not limited to health, athletic, or medical staff.
- € A person elected to the Board of Trustees.
- € A person employed by or under contract with the College to perform a special task, such as an attorney or auditor, or other outside contractor hired to perform a specific function for the institution.
- € A person who is employed by the Mercyhurst College Police & Safety Office.
- € A student performing work study for the College, or serving on an official committee, such as a disciplinary or judicial committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- € Performing a task that is specified in his or her position description or contract agreement.
- € Performing a task related to a student's education.
- € Performing a task related to the discipline of a student.
- € Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- € Maintaining the safety and security of the campus