

Duke University

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Notice to all students:

I want to take this opportunity to give you a brief summary of your rights under the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of, and access to, student education records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, 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 responsibilities for the University.

FERPA allows for the release of "Directory Information" without the prior consent of the student. Directory Information includes, name, addresses, telephone listing, email addresses, place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution attended.

As a general policy, we do not release lists of student information to external entities. Please note that you have the right to withhold the release of Directory Information without written consent. If you wish to place this hold on your records you should contact the University Registrar's Office, asking for a "Request to Prevent Disclosure of Directory Information" form. Completion of this form will prevent the university from releasing this information to any entities not specifically excluded from this release by the regulations of FERPA.

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's 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.

- 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.

Further information about Duke's student records privacy policy can be found at <http://www.registrar.duke.edu/registrar/studentpages/student/ferpa.html>. Any questions about this policy should be referred to the Office of the University Registrar at registrar@duke.edu.

Thanks.

Bruce Cunningham
Assistant Vice Provost, University Registrar, and Director, Student Service Center