



# Universidad Ana G. Méndez

*Deans of Academic Affairs*

Policies Act Family Educational Rights and Privacy (**Family Educational Rights and Privacy Act, 1974**), FERPA.

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According to the Law of the Family Educational Rights and Privacy (**Family Educational Rights and Privacy Act, 1974**), FERPA; the student has certain rights regarding his/her file (**see the letter of Student Rights under FERPA**). The organization ensures control and security of records and information dissemination according to FERPA. The law limits the disclosure of information. May have access to information:

- 1- Institutional officials with legitimate educational interest.
- 2- The parents of a dependent student as defined in the Income Tax Return.
- 3- Anyone with a court order that requires the institution to show the records without the student's consent. However generally reasonable effort should be made to notify the student prior to complying with the order.
- 4- The student.
- 5- The accrediting agencies, organizations conducting studies for educational institutions in the application process for financial aid in the performance of audits or assessments relating to compliance with educational programs, authorization through the directory information as a result of a disciplinary hearing an alleged victim of a crime of violence.

### **Solomon Amendment 32 CFR 216 to the Family Educational Rights & Privacy Act:**

Establishes that will not provide federal funds to institutions that have a policy to prevent the Secretary of Defense of the United States to obtain, for recruiting purposes, information from the student directory enrolled. This information according to the Solomon Amendment where recruiters can provide long as the student is authorized to provide information according to the marked category in the Directory Information. The institution is limited only to provide information according to the categories of directory information.

### **Disclosure of the Act by:**

- Directory Information
- FERPA Bulletin
- Letter to the students about their rights under FERPA
- Institutional catalog



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## o **Directory Information**

The student may authorize the Institution through the directory information which provides information to offer. The directory includes the name, address, telephone number, date and place of birth, email address, curriculum, and participation in sports, weight and height of athletes, degrees and awards received and related information. The Institution may offer information in student records without their consent under conditions that FERPA available. Through the directory information the student selects an authorization category that the institution may disclose. It is divided into three categories:

- Name, student number, address, telephone number, date and place of birth, email address, concentration, enrolled credits, period of study, participation in officially recognized activities and sports, weight and height of athletes, grade and awards received and assisted schools or universities.
- Name, student number, concentration, enrolled credits, period of study, participation in officially recognized activities and sports, weight and height of athletes, grade and awards received and assisted schools or universities.
- I do not authorize the institution to provide information in the categories of directory information.

## o **Student Rights under FERPA**

The law gives certain rights to students who are 18 or older or who attend an institution of higher education. These rights include:

- The right to inspect and review the information held on the student transcript. The student has the right to examine his/her file within 45 days from the day the Metropolitan University receives the request in writing. The application must be delivered to the Registrar's Office, specifying the information to be examined.



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- The right to amend or correct information in the record of being wrong. Such amendment or correction shall be filed in writing and shall specify the aspects that need to be changed including understanding the reasons. Failure to do such amendments or corrections, you will be notified in writing entitled to a hearing.
- The right to consent in writing before the Institution disclose personally identifiable information in the student file. This law limits the information that FERPA authorizes offer without the consent or authorization of the student. It also allows information is provided without student consent to officials of the University who have a legitimate educational interest in order to fulfill their professional responsibility. The institution may provide information of student records without consent to another school in which a student interested in enrolling.
- The right to claim or file a complaint with the US Department of Education for breach of this Act. The complaint should be addressed to: Family Policy Compliance Office US Department of Education 400 Maryland Avenue, SW Washington, DC 20202.

## **Administration of FERPA**

The Registrar's Office is responsible for the administration and enforcement of FERPA. The Registrar is responsible for ensuring that compliance with the provisions of the Act. The Registrar, Academic Dean and Student Affairs Dean will attend any such claim.

In the event of any inconsistency or ambiguity in relation to the meaning of any word or phrase in the English translation, the Spanish text shall prevail.

The Universidad Ana G. Méndez does not exclude from participation, nor deny benefits, nor discriminate against any student on the basis of age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political or religious beliefs, being a victim or perceived as a victim of domestic violence, sexual assault or harassment, being a military officer, ex-military, serving or having served in the United States Armed Forces or for holding veteran status or any other category protected by law. Sistema Universitario Ana G. Méndez© (2022). All rights reserved.