

University of Central Missouri - Office of the Registrar - Ward Edwards, Suite 1000
(660) 543-4900; fax (660) 543-8400; registrar@ucmo.edu; www.ucmo.edu/registrar

FERPA Annual Notice

The University of Central Missouri (UCM) complies with the federal *Family Educational Rights and Privacy Act of 1974* and FERPA's implementing regulations. Additional information about the University's FERPA compliance is available on the Registrar's website at: ucmo.edu/registrar/ferpa. Questions concerning FERPA should be referred to the Office of the Registrar at registrar@ucmo.edu or 660-543-4900.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's educational records within 45 days after the day UCM receives a request for access. A student should submit a *Request to Inspect and Review Educational Records* form to the Registrar's Office (Ward Edwards 1000). The school 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 school 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 educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask UCM to amend a record submit a *Request to Amend or Remove Educational Records* form to the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If UCM decides not to amend the record as requested, UCM 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.

3. The right to provide written consent before UCM discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

UCM discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by UCM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of governors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the UCM who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to

the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UCM. UCM may also disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' educational records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student:

- To other school officials, including teachers, within UCM whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
 - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
 - To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
 - To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
4. The right to request that UCM not disclose directory information about students. Directory information includes the following items at UCM, and may be released without the student’s consent:
- name
 - mailing and physical addresses
 - telephone numbers
 - email addresses
 - date and place of birth
 - county, state, or US territory from which the student originally enrolled
 - major field of study
 - class (junior, senior, etc.) (but not particular number of hours earned)
 - enrollment status (including current enrollment, full-time/part-time, withdrawn) (but not particular number of hours earned)
 - participation in officially recognized activities and sports
 - weight and height of members of athletic teams
 - dates of attendance and anticipated date of graduation
 - degrees and awards received
 - the most recent previous educational agency or institution attended by the student
 - student photo or image (for university use only)
 - honors received (e.g., Dean’s List recognition, graduation with honors) (not GPA or grades or Honors College membership)

Students who wish to suppress their directory information must complete a “*Request to Suppress Directory Information*” form, which is available from the Office of the Registrar (WDE 1000, www.ucmo.edu/registrar/ferpa).

Please note these important details regarding placing a directory suppression on a record:

- Directory suppression applies to all elements of directory information on a record. UCM does not apply directory suppression differentially to the various directory information data elements.
 - No information will be released to third parties without the student’s signature and that this means that the student will not be able to call and receive his/her own information over the phone. Information about the student will only be released to the student in person, via his/her UCM e-mail account, or after the student’s identity has been verified.
 - Any requests for directory information from UCM will be refused. This includes, but is not limited to: prospective employers; the printed commencement program; submissions to hometown newspapers regarding Dean’s List designation or graduation announcements; requested lists of students for consideration for scholarships, memberships, etc.
 - Signing this form does not limit access to records by authorized individuals at UCM or those contracted to provide services to UCM and that directory information may still be released by subpoena with appropriate documentation or in instances deemed necessary for health and/or safety emergencies.
 - A directory suppression request will be honored, even if the student is no longer enrolled at UCM, until the Office of the Registrar receives written authorization from the student to revoke this request.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UCM 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, SW
Washington, DC 20202
(202) 260-3887
fax (202) 260-9001
ferpa@ed.gov