

**THE MASTER'S UNIVERSITY
NOTIFICATION OF RIGHTS UNDER FERPA
FOR POSTSECONDARY INSTITUTIONS**

Rev. 10/2018

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- 1) The right to inspect and review the student's educational records within 45 days of the day The Master's University receives a request for access.

Students should submit to the registrar, Vice-President for Academic Affairs, chairperson of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. An official of The Master's University 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 Master's 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 educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask The Master's University to amend a record that they believe is inaccurate or misleading. They should write The Master's University official responsible for the record, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate or misleading.

If The Master's University decides not to amend the record as requested by the student, The Master's 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 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.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by The Master's University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom The Master's University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; 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 educational record in order to fulfill his or her professional responsibility. This does not constitute authorization to share that information with a third party without the student's written permission.

Upon request, The Master's University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [Note: 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 Master's 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, SW
Washington, D.C. 20202-4605

** Directory information includes, but is not limited to: the student's name, TMU e-mail address, campus mailbox number, date of birth (verification only), major field of study, participation in sports and officially recognized University activities, height and weight of athletes, dates of attendance at the University, degrees, honors, and awards received, enrollment status (undergraduate or graduate, full-time or part-time), year in school, photographs, the most recent educational agency or institution attended.