

# Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education 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 education records within 45 days after the day Chatham University receives a request for access. A student should submit to the University Registrar, dean, head of the academic department, or other appropriate school official, a written request that identifies the record(s) the student wishes to inspect. 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 education 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 Chatham University to amend a record should write 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 Chatham University decides not to amend the record as requested, Chatham 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.

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

Chatham 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 typically includes a person employed by Chatham University 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 trustees; 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 Chatham University 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 education 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 to fulfill his or her professional responsibilities for Chatham University.

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 (§[99.31](#) and §[99.34](#)).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chatham University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW Washington, DC 20202-8520  
[FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov)

### **Student Release Form**

Student records are protected under the Family Educational Rights and Privacy Act. Students who wish to give Chatham University **permission to release non-directory information to a third party must sign and submit this form.**

### **FERPA Student Release Form**

(log in to MyChatham > Documents and Forms > University Registrar > FERPA Form 1: Student Release  
<https://my.chatham.edu/documents/view.cfm?DocID=7642>

### **Directory Information**

Chatham University, in accordance with FERPA, has designated the following categories of information about individual students as public, or directory information. This information may be released to any inquirer unless you specifically request that a FERPA hold be placed on your record: Student's legal name, local address, local telephone number, Chatham e-mail address, permanent address, permanent telephone number, date and place of birth, major field of study, honors and awards (e.g. Dean's List recognition), participation in officially recognized activities and sports, height and weight of members of athletic teams, photograph, class year, enrollment status (including current enrollment, dates of attendance, full-time/ part-time, withdrawn), degrees conferred, dates of conferral, graduation distinctions and the institution attended immediately prior to admission to Chatham.

**FERPA Request for Non-Disclosure of Directory Information Form**

Student records are protected under the Family Educational Rights and Privacy Act. **Students who wish to prevent the release of directory information must complete this form.**

<https://my.chatham.edu/documents/view.cfm?DocID=6641>