Notification of Rights under FERPA for Delaware State University Students

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

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

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University 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 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 education records that the student believes are inaccurate or misleading.

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

If the University decides not to amend the record as requested by the student, the 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 consent to disclosures of personally identifiable information contained in 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 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 (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 responsibility.
Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State 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

The Family Educational Rights and Privacy Act permits the release of directory-type information to third parties outside the institution without written consent of the student provided the student has been given the opportunity to withhold such disclosure.

The University releases, upon inquiry to third parties outside the University, directory information without written consent of the student. Directory information includes name, address, telephone number, college, class, major, dates of attendance, and degree, honors, and awards conferred. Students may withhold directory information by going to the Office of Records and Registration.

Note: While the withholding request may be made at any time, students wishing to have directory information withheld from the student directory should submit their requests no later than three weeks prior to the first day of fall semester classes.

In compliance with the following requirements of the legislation, the University has adopted the following policy provisions:

1. Delaware State University recognizes the right of students to review their records, to have a hearing as to the accuracy of their contents, and to have them corrected.

2. It is the policy of Delaware State University to obtain the written consent of the student involved prior to the release of personal identifiable records or files (or personal information contained therein) to any individual, agency, or organization, other than the following:
   a. Other school officials,
   b. School officials of another school in which the student intends to enroll,
   c. Authorized Federal and State authorities, and
   d. In connection with a student’s application for or receipt of financial aid.

3. It is the policy of Delaware State University to obtain the written consent of the student involved prior to furnishing any personal identifiable information contained in school records to any person other than those listed in policy statement #2.

4. A student shall have an opportunity for a hearing in accordance with the regulations of the Secretary of Health, Education and Welfare to challenge the content of his/her records to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction or deletion of any
such inaccurate, misleading or otherwise inappropriate data contained therein. Students shall be notified of directory information the University plans to make available to the general public. Students must inform the University within fifteen (15) days after the last day of registration for each semester if any or all of the directory information should be released.

NOTE: Further information about this provision can be obtained in the Office of the Vice President for Student Affairs.