

## 2018 ANNUAL RIGHT TO PRIVACY NOTICE TO ALL STUDENTS

This is a summary of your rights under the *Family Educational Rights and Privacy Act* (FERPA), the federal law that governs release of and access to student education records. Regent University's full policy concerning FERPA is printed in the Regent University Student Handbook. In the event of conflict between the language in this summary and the full policy in the Student Handbook, the full policy shall govern.

Your rights under FERPA include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you wish to review your record, contact the Registrar's Office to make the appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the Regent University official responsible for the record, clearly identifying that part of the record you want changed and why you believe it is inaccurate or misleading. You will be notified of the University's decision and advised on the appropriate steps if you do not agree with the decision.
3. The right to a hearing if your request for an amendment of your record is unsatisfactory.
4. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. Such authorized disclosures *without written consent* may include:
  - a. to designated school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" information from your record in order to fulfill his or her official responsibilities. The particular individuals with a legitimate need to know vary depending on the particular circumstances. Regent University identifies the following as "school officials," depending on their duties and only within the context of those duties: University faculty and staff, agents of the University, students employed by the University or serving on official University committees, and representatives of agencies under contract with the University, including but not limited to the CBN/Regent University Police Department, the National Student Clearinghouse, and companies offering student insurance;
  - b. to officials of other institutions in which students seek to enroll;
  - c. to persons or organizations providing students financial aid;
  - d. to accrediting agencies carrying out their accreditation function;

- e. in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals; and
  - f. to persons in compliance with a judicial order; as allowed under FERPA.
5. The right to file a complaint with the Family Compliance Office of the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

As allowed under FERPA, the Registrar's Office *may* at its discretion provide directory information to other parties, if deemed appropriate. However, the University's normal practice is to provide directory information only to potential employers or institutions in which students seek to enroll (see related note in bold below). Directory information includes: name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous education institution attended, photograph and participation in officially recognized activities.

If you wish to request that directory information not be disclosed by the University, please complete the "Student Request to Withhold Directory Information" form and return it to the Registrar's Office by September 30, 2018. If you wish to change your election at a later time, you may do so by filing a new form with the Registrar's office. Your record will remain confidential until you request that the confidentiality hold be removed, even after graduation or withdrawal from the University. Please note that in situations in which disclosure of the information is necessary to protect the health or safety of yourself or others, the University is not required to honor your request to not publish directory information, and may also release non-directory information. You should consider very carefully the consequences of requesting non-disclosure of directory information. Be aware that the confidentiality block will prevent the University from confirming your

enrollment or degree conferred to anyone who inquires, even to potential employers or institutions you may wish to attend in the future.

If you choose to have non-directory information released to any party for any reason, please complete the "Student Information Release" (FERPA Waiver) form found on the Registrar's website and submit it to the Registrar's Office. Also, please note that it is vitally important to keep your directory information current with the Registrar's Office, particularly your address and phone number, in order to receive important University information.

Sincerely,  
Donna Holcomb, DSL  
University Registrar

Regent University email communication will be sent via regent.edu email addresses as an effort to promote confidentiality and security.

CONFIDENTIALITY NOTICE/FERPA PRIVACY RULE: This message may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient (or authorized to act on behalf of the intended recipient) of this message, please do not disclose, forward, distribute, copy, or use this message or its contents. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message from your e-mail system. Thank you.