



Student Records (FERPA) Policy

I. Policy Statement

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law which allows students access to their educational records while maintaining a certain degree of confidentiality. The purpose of FERPA is to keep students' records confidential, allow limited access of student records by third parties, and allow the student to challenge the accuracy of those records that are misleading or inaccurate.

Under FERPA, currently or previously enrolled students at California Northstate University (CNU) are permitted to inspect certain aspects of their educational records, and/or withhold from release certain personally identifiable information.

The policy regarding student access to educational records does not include employment, medical or police records, confidential letters of recommendation if the student has waived the right to review them, faculty or administrator's personal records for their own use about students, parent's financial records, and other FERPA excluded records.

II. Purpose

California Northstate University, in accordance with the FERPA Act, has established procedures for students to access their education records and for maintaining confidentiality of student records.

III. Scope/Coverage

This policy is applicable to all students, staff, and school officials as defined by this policy and FERPA.

IV. Procedure

- 1) To inspect and review the student's personal education records within 45 days after the day California Northstate University receives a request for access, students should:
 - a. Submit a written request, preferably using the Request to Inspect Educational Records form, that identifies the record(s) they wish to inspect to the registrar, dean, head of the academic department, or appropriate official. If they don't maintain the records, they will advise the student of the correct official to whom the request should be addressed.
 - b. The school official will arrange access and notify the student of the time and place where the records may be inspected. A student is guaranteed a physical or electronic copy of the requested documents, depending on which record is being requested. Arrangements will be made at a location within 50 miles of the student if they are not within a reasonable distance to view the records at the University.



- 2) If the student believes their educational record is inaccurate and wishes to amend it, or believes it to be in violation of their privacy rights under FERPA, he or she must:
 - a. Submit a written statement clearly identifying the sections of the record that are being disputed and why it should be amended to the school official responsible for the record.
 - b. The school will review the record and determine the amendment of the record within (10) business days.
 - i. If the school chooses not to amend the record, the student will be notified in writing of the decision and will be informed of their right to request a formal hearing regarding the proposed amendments within (10) business days of the decision.
 - ii. If the student chooses to request a formal hearing, they must request a formal hearing in writing submitted to the school official responsible for the record with a copy to the Dean of the student's college.
 - c. If the outcome is still not resolved, the student may place a personal statement within the record outlining the contested information.
- 3) To provide written consent to allow school officials to disclose personally identifiable information (PII) from the student's record, except to the extent that FERPA authorizes disclosure without consent under FERPA code eCRF: 34 CRF 99.31, students may complete the Request to Opt-Out of Directory form and submit it in person to the Office of the Registrar along with a photo ID.
 - a. CNU discloses education records without a student's prior written consent under the FERPA exception cited above for disclosure to school officials with legitimate educational interests or upon request from another school in which the student is seeking enrollment.
 - i. A school official is a person employed by CNU 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 on an official committee such as a disciplinary or grievance committee, a volunteer or contractor outside of CNU 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.
 - ii. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibilities for CNU. They will need to complete the Permission to Access Student Record form found on the Faculty Portal and submit it to the Office of the Registrar for final approval before access is granted.
 - iii. A complete listing of parties who FERPA authorizes disclosure without consent under FERPA code eCRF: 34 CRF 99.31, can be found [online](#).
- 4) To file a complaint with the U.S. Department of Education concerning alleged non-compliance of the College to abide by FERPA requirements, please send correspondence to the following address:



Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20200-5901

Associated forms:

- Directory Opt-Out Request form
- Request to Inspect & Review Education Records form
- Records Access Matrix
- Permission to Access Student Records form

Approval record:

APPROVED: PEC: 3/2/17

APPROVED BOT: 7/12/22

REVIEW: every two years (or more often if required)