

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

General Information

This law, commonly referred to as FERPA or the Buckley Amendment, (1) provides that students will have access to inspect and review their educational records and (2) protects the rights of a student to privacy by limiting access to the educational record without express written consent.

Definitions

A student is defined as any individual who is attending or has attended Dixie State University. An educational record is any record (1) directly related to a student, and (2) maintained by Dixie State University or by an agent of the University.

Notices

FERPA affords a student the right to:

- Inspect and review their educational records.
- Request an amendment to their educational records.
- Give written consent to release personally identifiable information.
- File a complaint with the U.S. Department of Education if Dixie State University cannot resolve a complaint concerning FERPA compliance violations.
- View Dixie State University's Student Records Policy and Procedures in the University Catalog.

Categories of records

There are two categories of educational records under FERPA. **Directory information (or releasable information)** is general information that may be released to anyone without consent of the student, unless the student indicates otherwise. **Personally identifiable information (or non-releasable information)** includes all information not defined as directory information and may not generally be released without consent of the student. The following is considered releasable information/directory information at Dixie State University:

Name, Local & Permanent Address, E-Mail Address, Telephone Number, Previous School(s) Attended, Date of Birth, Residency Status, Degrees & Awards Received, Academic Level, Major Field of Study, Enrollment Status (Full/Part-time), Participation in Official Activities/Sports, Dates of Attendance & Graduation, Weight/Height (if a member of an athletic teams), Photographs. Students may control the release of directory information by completing forms at the **Registrar's Office**. Students may remove a Privacy Hold by visiting the Registrar's Office in person. Students accessing educational records must provide identification. It is important to note that for educational purposes, University Officials have access to all student records. For additional information contact the **Registrar's Office, HCC 1st floor, (435) 652-7708**.