



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Family Educational Rights & Privacy Act

Students enrolled at Southeastern Louisiana University are hereby notified of their rights of access to their official records as described in the 1974 Family Educational Rights and Privacy Act (Section 513, P.L. 93-380, Educational Amendment of 1974, amending the General Education Provisions Act, Section 438, and amended by Section 2 of P.L. 93-568).

A student desiring access to his education records shall make a request in writing to the appropriate office. Requests concerning:

- (1) Admissions and Academic records should be made to the Office of Records and Registration;
- (2) financial records should be made to the Controller;
- (3) financial aid records should be made to the Director of Financial Aid;
- (4) career service, counseling, disciplinary and security records should be made to the Vice President for Student Affairs;
- (5) school and departmental records should be made to the Dean of the appropriate college;
- (6) employment records should be made to the Director of Financial Aid;
- (7) health records should be made to the Head Nurse, Health Center.

Parents are permitted access to education records with the prior written consent of the eligible student or without the prior written consent of the eligible student if that student is a dependent. Additionally, the University reserves the right to contact parents of students who are under 21 years of age if the student has been involved in a violation of the University's alcohol or drug policies.

The parent of a student or a student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request the amendment of the educational records to the appropriate office responsible for the records. If the educational records are not amended, the parent of the student or the student may request a formal hearing on the matter.

Under the provisions of the Act, certain information designated as "Directory Information" concerning the student may be released by the University unless the student has informed the University that such information should not be released.

Southeastern Louisiana University may release the following Directory Information: The student's name, address(es), telephone number(s), dates of enrollment, college or school, classification, major, degree(s) earned, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recently attended educational agency or school.

Any person who wishes NOT to have the above listed information released must complete the appropriate form in the Office of Records and Registration. As provided in the Family Educational Rights and Privacy Act of 1974, Southeastern Louisiana University may disclose information to parents of students upon the parents' establishment of the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. The required form of proof is a certified (notarized) copy of the parents most recent Federal Income Tax form.

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, 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 agency); a person serving on the Board of Supervisors; or a student serving on an official committee, such as 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.

The University may also release personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by State Universities to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

If further information is desired, contact the Office of Records and Registration.