



# AN INFORMATIONAL GUIDE FOR STUDENTS & PARENTS

# FERPA & Student Records

The Family Educational Rights and Privacy Act (FERPA) was enacted in 1974 “to protect the privacy of education records, to establish the right of students to inspect and review their education record, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal methods.” Student records include any information about a student that is maintained by the University. It may be academic, financial, disciplinary/conduct or other general information.

FERPA sets out guidelines that Roosevelt University must follow in order to ensure that our student records are kept private, accurate and secure. While adhering strictly to these policies, we want to make certain that parents and students understand FERPA and how these policies relate to them.

## What is a public educational record?

At Roosevelt University, the only student records that can be released without student consent are those containing directory information. Directory information at Roosevelt University includes a student’s name, academic major, dates of attendance, degrees awarded and participation in activities. These items may be disclosed under FERPA. Students who do not want such information to be disclosed must notify the Office of the Registrar before Friday of the second week of classes of each term.

## What is a private educational record?

Some examples of private information include, but are not limited to, Social Security number, campus identification number, birth date, ethnicity, marital status, address, phone number, class schedule, grades, courses completed, student

account balance, financial aid package, most student conduct/disciplinary records and attendance status.

## What is not an educational record?

Records that are not considered educational records include counseling records in the University Counseling Center, financial records of a parent or spouse, confidential letters or recommendation forms for which a student has waived the right of access, and reports of observable behavior.

## Who has access to a student’s records?

- Anyone for whom the University has received prior written consent from the student to view his or her records
- School officials with legitimate educational interest in the records

- Officials of another school at which a student intends or seeks to enroll
- Federal, state and local authorities conducting an audit or an evaluation of compliance with educational programs
- University staff or other officials who would determine the eligibility, amount or conditions of the student’s request for financial aid, or would enforce the terms and conditions of the aid
- Organizations conducting certain studies for or on behalf of the University, including accrediting agencies
- Parents of an eligible student who claim the student as a dependent for income tax purposes
- The courts, when a judicial order or subpoena has been lawfully issued
- Appropriate parties in a health or safety emergency.

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# FERPA & Student Records (continued)

The university will disclose conduct records involving drug or alcohol policy violations by students under the age of 21 to the student's parent or guardian.

## What are student rights under FERPA?

- Students are notified by Roosevelt of their rights on an annual basis through the Student Handbook.
- Students can inspect and review their educational records.
- Students can request an amendment to errors on their records.
- Students can file a complaint with the U.S. Department of Education's Family Policy Compliance Office.
- Roosevelt must protect each student's right to limit the disclosure of personally identifiable information contained in the records.

- Roosevelt must ensure that third parties do not disclose personally identifiable information about its students (except under limited conditions).
- Roosevelt must keep records of requests for and disclosures of student education records.

## How can a student give permission for a parent or guardian to access a record?

Students can complete a FERPA waiver form in several university offices, including the Office of Financial Aid and the Office of Student Accounts. The form requires a signature from the student and the name(s) of the individual(s) who have permission to access the record. There is a separate FERPA waiver form for the records of each office.

**For more information, contact one of the following:**

**Education Records:  
University Registrar**  
Auditorium Building  
Room 124  
(312) 341-3526

**Financial Records:  
Student Accounts**  
Auditorium Building  
Room 209  
(312) 341-3570

**Disciplinary/Conduct  
Records:  
Student Services**  
Auditorium Building  
Room 358  
(312) 341-2004

You can find additional information about FERPA on the U.S. Department of Education website:  
[www.ed.gov/policy/gen/guid/fpco/ferpa](http://www.ed.gov/policy/gen/guid/fpco/ferpa)

*Roosevelt University has been committed from its inception to a policy on non-discrimination. No person shall be discriminated against because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, or as a result of being the victim of domestic or sexual violence in its programs and activities.*

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