



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, judicial, 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.

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.

FERPA guidelines

- 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.
- 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 in limited situations.

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 record;
- School officials with legitimate educational interest who are:
 1. Performing a task related to the student’s education or discipline,
 2. Under contractual obligation by the University, and/or
 3. Associated with providing a service or benefit to the student or student’s family. A “school official” is an employee of the University, and elected member of the Board of Trustees, or an employee under contract to the University to perform a special task.
- Officials of another school that a student intends to make application to and/or enroll;
- Federal, state, and local authorities conducting an audit or an evaluation of compliance with educational programs;
- University staff or other officials directly involved in acting on and determining a student’s eligibility for financial aid;
- Organizations conducting certain studies for or on behalf of the University, including accrediting agencies;
- The courts, when a judicial order or subpoena has been lawfully issued; or
- Appropriate parties in a health or safety emergency.

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FERPA & Student Records (continued)

How might a student obtain access to his or her records for review and inspection?

A student can inspect and review his or her records by submitting a written request to the University Registrar. Arrangements will then be made for the student to obtain access, and the student will be notified of the time and place where the records may be inspected. The student will be granted access only to information directly related to him or her.

Roosevelt University will maintain a record of all requests for and disclosures of information from a student's educational records, indicating the name of the party who made the request and their legitimate interest in doing so.

Roosevelt University reserves the right to deny copies of records if the student has an unpaid financial obligation to the University, or in the event of an unresolved disciplinary action against the student.

What should a student do if he or she notices a mistake in his or her student records?

A student has the right to ask to

have records corrected that he or she believes are inaccurate, misleading, or in violation of his or her privacy rights. To do so, the student must submit a written request (on the appropriate University form) identifying what part of the record he or she wants changed and why he or she believes such action is necessary.

In cases where the University decides not to comply with the request, a student will have the right to a hearing arranged by the University.

Following a hearing, the University will prepare a written decision about the case. If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the student will have the right to place in the record a statement commenting on the challenged information.

If, at any point in this process, Roosevelt University finds that the information in question is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing.

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 Records–
Student Services
Auditorium Building
Room 124
(312) 341-2004

You can find additional information about FERPA on the U.S. Department of Education web site: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Roosevelt University has been committed from its inception to a policy of non-discrimination. Roosevelt University does not unlawfully discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, sexual orientation, marital status, unfavorable discharge from the military, handicap or disability, source of income, citizenship or being the victim of domestic or sexual violence.

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