



POLICY TITLE: <i>FERPA and the Student's Right to Review Records Policy</i>	APPROVAL DATE: <i>September 6, 2018</i>
RESPONSIBLE DEPARTMENT: <i>Registrar & Office of Medical Education</i>	APPLIES TO: <i>All Students</i>

Policy

The University of Cincinnati abides by **Family Educational Rights and Privacy Act of 1974** (34 C.F.R. Part 99 — commonly known as **FERPA**), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records.

Procedures

These rights include:

The right to inspect and review your education records within forty-five (45) days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Copies of any portion of the record will be provided at a cost currently established at ten cents (\$0.10) per page, excluding the official transcript of the student's permanent academic record for which the University's transcript policy and fee will apply.

The right to request an amendment of the student's education record if the student believes it is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the University office responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombuds at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the University office decides not to amend the record as requested, the student may request a hearing before the University's Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with “legitimate educational interest.” A school official is an employee, agent or other person acting on behalf of the University, to include: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a 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 responsibilities for the University.

Upon request, the University also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Compliance

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland
Avenue, SW Washington, D.C. 20202-5920

[Link to University of Cincinnati Policy](#)

Additional information regarding the University of Cincinnati FERPA and Records Privacy Policy is available at <https://www.uc.edu/about/registrar/personal-info-changes/ferpa.html>.