

Maintenance and Confidentiality of Student Records

EAS strictly observes the Family Educational Rights and Privacy Act (FERPA) – a federal law, which protects the privacy of student education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate and misleading information.

Examples of education records include, but are not limited to: Transcripts, Degree Audit Reports, Schedules of Classes, Class Rolls, Academic History Reports, Grade Rolls, etc. The following items are NOT education records, as defined by FERPA: sole possession records (records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others), law enforcement records, employment records, medical records, post-attendance records, psychological or mental health records.

As allowed by FERPA, disclosure of student records without consent is acceptable when disclosure is made to university officials of this university or other universities where the student seeks enrollment. Such officials must have legitimate educational interest – which is a need to review education records in order to fulfill professional responsibility.

Also as allowed by FERPA, Directory information may be disclosed without consent UNLESS the student has invoked his/her FERPA right to limit disclosure of that information. Directory information includes: name, address, email address, telephone number, previous educational institutions attended, major and concentration, degrees and awards, dates of attendance, participation in school activities and sports, weight and height.

Students who wish to inspect their education record, can do so by submitting a request to Academic Affairs office in writing – all requests will be honored within 15 business days of request.

As required by FERPA, students are allowed to limit disclosure of personally identifiable information contained in their education records or in the school Directory. To invoke their FERPA rights to limit disclosure, students should submit a request to Academic Affairs office in writing – all requests will be honored within 15 business days of request.

Students who feel that EAS has failed to comply with the requirements of FERPA have the right to file a complaint with the US Department of Education.