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or be informed on only the specific information about their own records. A student may obtain copies of their education records; however, will incur duplicating costs.

The contents of a student's education records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. The student should clearly identify the part of the record he or she wants changed and specify why it should be changed. If Alvernia University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Student's rights under FERPA include the following:

1. The right to inspect and review information contained in educational records.
2. The right to request amendment of educational records to ensure they are not inaccurate, misleading, or otherwise in violation of privacy or other rights.
3. The right to consent to disclosure, with exceptions specified in the Act, of personally identifiable information from education records.
4. This copy of institutional policy.
5. The right to file complaints with the Department of Education concerning alleged failure of this institution to comply with the Act.

Students may waive any or all rights to review confidential letters and statements of recommendation.

The right of waiver is subject to the following conditions:

1. The institution may not require waivers.
2. No institutional service or benefit be denied students who fail to supply waivers.
- 3.





Disclosure is to University officials who need to know so as to accomplish legitimate purposes related to their functions. A University official is a person employed by the Alvernia in an administrative, supervisory, academic or research, or support staff position. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the University.

Disclosure is to officials of other schools in which a student intends to enroll.

Disclosure is to parents of dependent students. Dependency status, for the purpose of this policy statement, is defined by Internal Revenue Service guidelines. Documentation must be provided prior to release of information.

Disclosure is to specified representatives of governmental agencies, educational organizations or other entities as described by federal regulations or otherwise required by state or federal law. Custodians of records should obtain interpretations whenever third parties request personally identifiable information.

Disclosure is in connection with a student's application for, or receipt of, financial aid.

Disclosure to accrediting organizations. Disclosure to organizations conducting studies on behalf of educational institutions.

Disclosure is in compliance with a conduct order or subpoena. The staff member receiving such order, shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena.

Disclosure is to parents of students under the age of 21 who are found to be in violation of alcohol and/or drug policies.

Disclosure of results of a disciplinary hearing to an alleged victim of a crime of violence. Under the Clery Act, disclosure to the accuser and accused of the outcome of a disciplinary proceeding related to an alleged sex offense.

Disclosure of information received under a community notification program concerning a student who is required to register as a sex offender in the State. Information from University records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

During each academic year, the Marketing Communications Office will, for various reasons, send releases containing student information to the media. Information may include the Directory Information listed above in this policy. Student Athletes may select additional optional information to disclosed for press release.

Students may file formal complaints regarding alleged failure of the University to comply with FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

