



FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Annually, California University of Management and Sciences informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 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, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and 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.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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.
3. The right to consent to disclosures of personally identifiable information contained in 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 interests. A school official is 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 (such as an attorney, auditor, or collection agent); 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; or parents/legal guardians of dependent students. 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 responsibility. The following is considered "Directory Information" at CALUMS and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing before the last day to add classes.

Student's name, telephone numbers, all addresses, e-mail address, photographs for University publications and web sites, place of birth, college, major, honors, awards, enrollment status, classification, dates of enrollment, degrees conferred, dates of conferral, graduation distinctions and the institution attended immediately prior to admission.

4. Institutions may disclose education records or components thereof without written consent of students to:
 - a. Authorized representatives of the following for audit and evaluations of federal and/or state programs – Comptroller General of the United States, The Attorney General of the United States, the Secretary of the Department of Education, state, and local educational authorities (state and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974)
 - b. Veterans Administration officials
 - c. Officials of other institutions at which a student seeks or intends to enroll, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer
 - d. Persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is necessary to (1) determine eligibility for the aid, (2) determine the amount of the aid, (3) determine the conditions for the aid, or (4) enforce the terms and conditions of the aid
 - e. Accrediting organizations carrying out their accrediting functions