Pennsylvania Institute of Technology

PRIVACY OF STUDENT RECORDS-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records. These rights include:

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day The Pennsylvania Institute of Technology (P.I.T.) receives your request for access. You should submit any such request to the Registrar's Office in writing, identifying the records you wish to inspect. The Registrar's Office will make arrangements for access and notify you of the time and place where the records may be inspected. Records that are customarily open for student inspection will be accessible without written request.

2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar's Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar's Office will notify you of its decision or any further action that should be taken by you before P.I.T. can issue a decision. If the decision is negative, you will be notified of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
One such exception permits disclosure to "school officials" with "legitimate educational interests." A "school official" is any person employed by P.I.T. in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom P.I.T. has contracted to provide a service to or on behalf of P.I.T. (such as an attorney, auditor, or collection agent); any person serving on P.I.T.'s Board of Trustees; or any 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 the official's professional responsibility.

Another such exception permits P.I.T. to disclose your "directory information", consisting of your name; major field of study; enrollment status; dates of attendance; anticipated degree; degrees, honors, and awards received. Students who wish to have their directory information withheld must notify the Registrar's Office in writing. (Please note that such a notification will prevent P.I.T. from providing your directory information to your friends, prospective employers,

and others with whom you may wish us to share such information, so make your decision carefully.) You may give such notification at any time, but it will be effective only prospectively. Upon request, P.I.T. also discloses education records without consent in accordance with applicable law.
Information on other such exceptions is available through the Registrar's Office.
Students are entitled to file a "Student Academic Information Release Form" available through the Academic Records Office. By signing and returning this form to the Registrar's Office, you may authorize P.I.T. to release your grades and other information from your education records to your parents or other individual. This consent remains in effect until changed in writing with the Registrar's Office. Continuing students who did not fill out the form in their first year may do so at any subsequent time. If you choose not to file the form, you are urged to inform your parents of your decision.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by P.I.T. 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, DC 20202-4605.