



FERPA ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution (at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Texas Southern University (TSU) registrar or district official receives a written request for access. A student should submit to the TSU Registrar’s Office or the office that holds the education record a written request that identifies the record(s) the student wishes to inspect. A written request should be submitted to the Registrar to inspect an entire education record. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the school official does not maintain the records 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 amendments to the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask TSU to amend a record should write the school official responsible for the records, clearly identify the part of the record the student wants changed, and specify why it should be changed. If TSU decides not to amend the record as requested, the TSU official responsible for the record 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 as soon as a hearing becomes necessary.
3. The right to provide written consent before TSU discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a person serving on an official committee, such as disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of the university who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to

assist 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 to or for TSU.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. TSU will forward records upon request unless required by law to provide notice to the subject of the educational record.

4. 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:

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920

Permissible Disclosures without Consent

FERPA permits the disclosure of PII from a student's education record without consent if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosures. A postsecondary institution may disclose PII from the education records without obtaining the student's prior written consent –

- To other college or university officials, including instructors, with the college or university whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
- To other college or university officials where the student seeks or intends to enroll or where the student is already enrolled if the disclosure is for the purposes related to the student's enrollment or transfer, subject to the requirements of 99.34. (99.31(a)(2)).
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designed by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)). *Note: Disclosure is permissible but not required.*
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)).
- To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13)).
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14)).
- To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student omitted a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

As required by §99.37, below is the Directory Information Public Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that TSU, with certain exceptions, obtain your written consent before disclosing personally identifiable information from your child’s education records. However, TSU may disclose appropriately designated “directory information” without written consent unless you have advised TSU to do the contrary in accordance with university procedures. The primary purpose of directory

information is to allow TSU to include information from your education records in certain school publications. Examples include:

- A playbill showing a student's role in a drama production;
- Honor roll or other academic recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, show team members' weight and height.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. If you do not want TSU to disclose any or all of the types of information designated below as directory information from your education record without your prior written consent, you must notify the college or district in writing. TSU has designated the following information as directory information:

name

address

phone number

TSU email address

photographs

electronic images

place of birth

major fields of study

participation in officially recognized activities

dates of attendance

degrees

awards and academic honors received

Dean's List selection

previous institutions attended

program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members.