

University of Pittsburgh Annual Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords students attending, or who have attended, certain rights with respect to their education records. Students are considered to begin the period of attendance at the University once they are registered for their initial term of enrollment.

These rights include:

(1) The right to inspect and review their education records within 45 calendar days of the receipt of a request.

- Students may formally request to inspect and review their own Education Record, by submitting a request in writing to the Office of the University Registrar. The Office of the University Registrar shall identify appropriate Records Custodians to whom the request should be addressed and/or provide guidance in this process when necessary.
- Once a request is received, the Record Custodian will coordinate the opportunity for the Student to inspect and review the requested Education Record within 45 calendar days of the request. The Record Custodian shall verify the identity of the requester through proper photographic identification prior to allowing inspection of the Record.

(2) The right to exercise limited control through written consent over the disclosure of information contained in their education record.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A School Official is an individual who engages in the instructional, supervisory, advisory, administrative, governance, public safety, research, and support functions of the University. They need not necessarily be a paid employee of the University. A School Official may include a contractor, consultant, volunteer, service provider, or other party under the direct control of the University to whom the University has contracted institutional services or functions for which the University would otherwise use an employee. Legitimate Educational Interest is the need for a School Official to access specific student education records in the course of performing their duties for the University.

The University may disclose education records without a student's prior written consent to school officials of another postsecondary institution where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

(3) The right to request to amend their education records if they believe the record to be inaccurate, misleading, or in violation of their privacy rights.

- Students may submit a request in writing to the appropriate Records Custodian to request an amendment to their Education Record. Such a request should clearly identify: the Student; the part of the Record believed to be inaccurate, misleading, or in violation of their FERPA rights; and the change being requested. The Office of the University Registrar shall identify appropriate Records Custodians to whom the request should be addressed and/or provide guidance in this process when necessary.
- Records Custodians must respond to Students' amendment requests within 30 days. If the Records Custodian agrees with the request, they may make the change and must notify the Student in writing of the amendment. If the Records Custodian disagrees with the request, the Records Custodian must notify the Student of the denial of the request and their right to request a hearing.
- Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing and can be found in University Policy and Procedure AC04.

(4) The right to file a complaint with the U.S. Department of Education if they believe one of their primary rights under FERPA regulations has been violated or concerning alleged failures by the University to comply with the requirements of FERPA.

Complaints regarding alleged FERPA violations can be filed with the U.S. Department of Education at:

<https://studentprivacy.ed.gov/file-a-complaint>

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave., SW
Washington, DC 20202-8520

FERPA.Complaints@ed.gov

Questions concerning the University's FERPA Policy AC 04 may be directed to the Office of the University Registrar at 412-624-7600.

Directory Information

The University has established categories of information known as "Directory Information" within University Policy AC 04. It may disclose directory information from education records without written consent from a student unless that student has notified the University in writing of their request to restrict the disclosure of their directory information. When the Office of the University Registrar receives a student's request to restrict the release of Directory Information, no further disclosures of Directory Information are made without that student's written consent. A student may rescind this action by submitting a request in writing to the Office of the University Registrar via a form available through the FERPA information webpage.

The University designates the following types of personally identifiable information within an education record as Directory Information:

- Name
- Address
- Telephone Number
- E-mail Address
- Dates of Attendance
- Enrollment Status
- Level and Classification
- Field(s) of Study
- Degree Candidacy and/or Expected Graduation Date
- Degree(s) Conferred and Credential(s) Awarded, including the Date(s) of such Conferrals or Awards
- Awards, Scholarships, and Honors
- Thesis and Dissertation Titles
- Previous Institution(s) Attended
- Image or Likeness
- Past and Present Participation in Officially Recognized University Activities
- Date of Birth*

*Given the sensitive nature of date of birth, the University does not disclose a Student's date of birth as Directory Information except as required by law or for legitimate purposes to confirm the identification of a specific Student Education Record when the date of birth is furnished by a third-party.