

Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A request for access to education records maintained by the University must be made in writing to the Registrar in Student Administrative Services and identify the records they wish to inspect.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Such requests must be made in writing to the Registrar in Student Administrative Services and identify the records they wish to have amended and provide documentation in support of the amendment. Additional information about this process may be found in the University Regulations, Section IX-I.6
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. Information may be released in the following instances: (a) to the student, (b) to the parents of a dependent student, (c) to a university official, (d) to a party seeking directory information, (e) to a party receiving the information pursuant to a judicial order or lawfully issued subpoena, (f) of certain information regarding student disciplinary proceedings as expressly permitted by FERPA, or (g) to parties otherwise authorized to receive the information pursuant to FERPA. For certain information to be released to a third party, a [Student Information Release Authorization](#) (.pdf 288 KB) form must be on file in Student Administrative Services.
- The right to file a complaint with the US Department of Education concerning alleged failures by Clarkson University 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 Ave. SW
Washington, DC 20202-5920



FERPA Family Educational Rights & Privacy Act

Unless the student has officially filed a written request with Student Administrative Services prior to relevant publication deadlines (as applicable) that disclosure not be made without his or her written permission, directory information may be included in appropriate University directories, publications and news releases and may be disclosed by staff members in response to inquiries concerning individual students whether such inquiries are made in person, in writing, over the telephone, or by electronic means.

To withhold directory information prior to relevant publication deadlines (as applicable), please complete the [Request to Prevent Disclosure of Directory Information](#) form and file it with Student Administrative Services.

The items below are considered directory information:

- Name
- Confirmation of current enrollment
- Major(s)
- Dates of enrollment
- Degree(s) received
- Honor(s) received
- Local address and telephone number
- Home address and telephone number
- E-mail address
- Participation in officially recognized activities and sports
- For members of athletic teams only: weight, height, hometown, high school, date of birth
- Student ID photos

See Clarkson Regulations section IX-I for complete policies related to Access to and Privacy of Student Records.