

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

American University of Antigua (“University”) respects its student’s right to privacy and confidentiality of Personally Identifiable Information (PII). It adheres to the mandates of the *United States Family Educational Rights and Privacy Act (FERPA)* which 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.) These rights include:

1. The right to inspect and review the student’s educational records within 45 days after the day the university receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the Registrar will make arrangements for access and notify students of the time and place where the records may be inspected. If the Office of the Registrar does not maintain the records, that official shall advise students of the correct official to whom the requests should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University Official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University 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 when notified of the right to a hearing.

3. The right to provide written consent before the University disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, research or support position (including law enforcement 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 the Professional Standards or Grievance Committee, or assisting another school official in performing his/her tasks or a third party carrying out an activity such as auditing financial aid or the financial management of the school, relevant to the administration, ownership or management of the school.

A school official has a legitimate educational interest if she/he needs to review an educational record in order to fulfill his/her professional responsibility or for the evaluation of, management or administration of the school. Upon request, the University discloses

directory information from educational records without consent to officials of another school in which a student seeks to enroll or attend.

4. U.S. Students have 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

NOTICE OF DIRECTORY INFORMATION

The American University of Antigua with certain exemptions, is also required by the Family Educational Rights and Privacy Act (FERPA) to obtain the written consent of the student prior disclosing personally identifiable information (PII) from the students' education records; however, some information may be disclosed without consent unless the student has advised the university in accordance with university policies to the contrary. The primary purpose of directory information is to allow the University to include this type of information from students' records in university publications such as School Catalog, Websites, Yearbooks, Honor roll or other recognition lists, Graduation and other ceremony programs and sports activities reports.

The following information is designated by American University of Antigua as Directory Information:

The University may disclose the following "directory" information without prior approval from the student:

- Name, Address, Telephone number, Email
- Photograph, Date and place of birth
- Degrees, honors and awards received, Major field of study (program)
- Dates of attendance, Enrollment Status, Grade Level
- Previous educational agency or institutions attended

To have Directory information withheld a student must notify the Office of the Registrar by September 1st of each calendar year. Once filed, this request will become a permanent part of the student's record and no information may be released until the student provides written instructions otherwise.