

FERPA Compliance Program: Guidance for Students

I. Purpose

This document provides detailed guidance to Students on exercising their rights under the Family Educational Rights and Privacy Act (FERPA) and [University Policy AC 04](#). This document is designed to be used in conjunction with the accompanying [FERPA Compliance Program](#).

II. Students

University Policy defines Student as an individual who is or has been “In Attendance” at the University and for whom the University maintains and Education Record. In attendance includes but is not limited to the period of time during which a student attends or attended the University in person or through remote engagement, or during which a student is working under a work-study program. The period of attendance begins once a student is registered for their initial term of enrollment.

III. Inspect and Review Your Education Records

Students who desire to inspect and review their education records should note that the University is not required to provide a Student the opportunity to inspect and review all records. University Policy contains a list of limitations to this right. Students should expect that they will need to verify their identity prior to being granted access to Education records.

To exercise this right, submit a request in writing to the appropriate records custodian. It is recommended that you use your university email address to send this request if you are a current student.

If the appropriate Records Custodian is not known, please contact the [Office of the University Registrar](#).

IV. Exercise Limited Control over the Disclosure of Information Contained in Your Education Records

Students desiring to allow third parties (including parents) to access certain information contained in their Education Records must provide written consent. The University may disclose information without written consent under exceptions found in University Policy Appendix A. Third parties should expect that they will need to verify their identity prior to receiving information from Education Records.

To permit the disclosure of Education Record Information to specific individuals or third parties, provide [written consent](#) to the appropriate records custodian.

If the appropriate Records Custodian is not known, please contact the [Office of the University Registrar](#).

Students may also submit a [request to restrict](#) the University from disclosing Directory Information to the Office of the University Registrar. How the

University defines Directory Information can be found in University Policy AC 04. This request may be [rescinded](#) at any time.

V. Request an Amendment to Your Education Records

Students can request that the University amend their Education Records if they believe the record is inaccurate, misleading, or in violation of their privacy rights. This process is separate and different from the procedure through which a student may appeal final grades or academic status.

To request an amendment of your Education Records, submit a request in writing to the appropriate records custodian. The request should include your name, the record you believe is inaccurate or misleading, the amendment being requested, and any evidence that supports the request. It is recommended that you use your university email address to send this request if you are a currently enrolled student.

You should be notified of the decision regarding your request within 30 days, as well as notified of your right to have a hearing if your request is denied.

If the appropriate Records Custodian is not known, please contact the [Office of the University Registrar](#).

VI. File a Complaint

Students have the right to file a complaint with the U.S. Department of Education Student Privacy Policy Office (SPPO) if they believe one of their primary rights under FERPA has been violated.

Report a potential violation of FERPA rights at <https://studentprivacy.ed.gov/file-a-complaint> or:

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

FERPA.Complaints@ed.gov

Students with questions about FERPA or who would like to report a FERPA-related issue to the University can also file a report with the [Pitt Concern Connection](#).