

# The Student Right-to-Know and Campus Security Acts And Family Educational Rights and Privacy Act (FERPA)

## ***The Student Right-to-Know and Campus Security Acts***

The University is in compliance with the Student Right-to-Know Act of 1990 and Campus Awareness and Campus Security Acts of 1990. Reports, disclosures and other data are available in the University's Student Handbook, the Key to U.B., the Campus Public Safety Office and/or other official University publications.

The University of Bridgeport Campus Public Safety Office keeps statistics concerning the occurrence on campus of certain criminal offenses, which were reported to them or to the local police. These statistics are published and distributed annually to the entire University of Bridgeport campus community, and to other interested parties.

For further information, contact the Director of Campus Security, Dean of Students, or the University Attorney.

## **FERPA**

The University of Bridgeport has designated the following types of information as directory information which may be disclosed without consent: Student's full name and alias, if applicable; address; University assigned email address; telephone listings; major field of study; degrees and awards received; dates of attendance; classification; participation in officially recognized sports or activities; weight and height of members of athletic teams; photographs; and enrollment status (undergraduate or graduate, full-time or part-time).

Parents or eligible students have the right to refuse to permit the University of Bridgeport to designate any or all of those types of information as directory information with respect to a particular student, thereby preventing its disclosure as directory information. Forms indicating the intent of the parents or eligible students to request information be withheld can be obtained in the Office of the Registrar, and must be submitted within the first five class days to be effective to avoid disclosure.

## **Notification of Rights Under FERPA**

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

1. Among these rights are to inspect and review the educational records within 45 days of the day the University receives the request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the Registrar does not maintain the records requested the Registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of their educational record that he/she believes is inaccurate or misleading. Students should ask the University to amend the record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is:
  - A person employed by the University in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.

- A person elected to the Board of Trustees.
- A person or entity employed by or under contract to the University to perform a special task, such as security, building and grounds, information technology, food service, an attorney, auditor, collection agency or other outside vendor.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement, or is customarily performed by such person at the university.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Dean of Students or designee has the authority to notify parents or guardians when dependent students under the age of 21 are found to be in violation of the University alcohol and/or drug policies for: 1) possession of a keg or large volume, 2) dispensing alcohol to a minor, 3) possession or distribution of controlled substances, 4) under age possession or open container in a public space for a second time; or in cases where a student is subject to residence hall separation, suspension, expulsion or required emergency medical care because the student became ill from the consumption of alcohol and/or drugs. The notification is permissive and at the discretion of

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the university. The notification of parents or guardians is indicated when: 1) the violation involved harm or threat of harm to persons or property, or 2) the violation involved an arrest in which the student was taken into custody.

Nothing in these guidelines shall prevent university officials from notifying parents or guardians of a health or safety emergency, or when a student, under the age of 21 is found to have violated university policy with respect to the use and/or consumption of alcohol or drugs. Whenever possible, students will be informed that parental notification is planned in advance of their parents receiving the notice. The notification of parents is simply an act of notice and is not subject to appeal.

The Dean of Students or designee may disclose the name and a summary of the information regarding the final outcome of a hearing if the student is found to have committed an act of violence.

Students may 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

US Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## FERPA: Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the University of Bridgeport with certain exceptions, obtain your written request prior to the disclosure closure of personally identifiable information from a student's educational records. However, the University may disclose appropriately designated "directory information" without written consent. Examples include:

- The annual yearbook;
- News releases
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activities sheets, such as weight and height of team members

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. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks.

If you do not wish the University to disclose directory information without prior written consent you must notify the University by the 10th day of class in a semester. The student must contact the Registrar's Office, located on the Garden Level of Wahlstrom Library and fill out the appropriate paperwork. If a student makes such a request, the University has the option of either (1) withholding all information of the types specified and omitting the student's name from any published list involving such information or (2) seeking the student's written permission to release the information.

The University of Bridgeport has designated the following information as directory information:

- Student's name
- Address
- University electronic mail address
- Telephone listing
- Date and place of birth
- Hometown
- Citizenship
- Family relations
- Marital status
- Previous schools or training
- Academic year
- Dates of attendance and/or graduation
- Major field of study or academic specialty
- Instructors and courses
- Participation in sports and other officially recognized activities (including position, role, or function)
- Membership in officially recognized honorary, professional, academic, or social organizations

- Academic honors or achievements
- Special awards or recognitions received, scholarships, fellowships, assistantships
- Offices or honorary positions to which elected or appointed
- Eligibility for and performance records in athletics or other recognized forms of competition
- Height and weight of members of athletic teams
- Place and nature of employment
- Post-graduation plans
- Positions or achievements
- Hobbies, interests, and community activities
- Publications or papers presented
- Title of honors or graduate thesis
- For students seeking employment on job interviews, such additional information as has been furnished or cleared by the student with the understanding that it will be used in connection with applications or employment inquiries Religious affiliation, if volunteered by the students, will be revealed to the campus ministry, local churches, synagogues, and mosques.