
Notification of Student Rights under FERPA

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

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, 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 or 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 law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent or the National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *National University* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NATIONAL UNIVERSITY REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Name	Date of Birth	Dates of Attendance
Place of Birth	Major Field of Study	Degrees and Dates Conferred
Academic Honors and Awards Received		

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, you have the right to withhold the disclosure of "Directory Information." The "Directory Information" items listed above may be released for any purpose at the discretion of National University unless the student requests that the information be withheld by completing the below information and sending a signed copy to:

National University
Office of the Registrar
9980 Carroll Canyon Road
San Diego, CA 92131

Should you decide to inform National University not to release the "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused. Additionally, you will not be listed in any campus directories, Dean's lists, or similar documents.

National University will honor your request to withhold the "Directory Information" but cannot assume responsibility for contacting you for subsequent permission to release it regardless of the effect it may have upon you. National University assumes no liability for honoring your instructions that such information be withheld.

REQUEST FOR NATIONAL UNIVERSITY TO WITHHOLD DIRECTORY INFORMATION

Print Name: _____ Student ID Number: _____
Student Signature: _____ Date: _____ Password: _____

If you wish to change your disclosure status at a future date,
you must complete the Request for Revocation of Non-disclosure of Directory Information and submit it to the Office of the Registrar.