

# Family Educational Rights and Privacy Act (FERPA)

Grand Canyon University annually informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA affords students certain rights with respect to their education records. Questions concerning the FERPA may be referred to the Office of Academic Records.

These rights are as follows:

- The right to inspect and review education records within 45 days of the day the university receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the Office of Academic Records. The university will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to education records that the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the Office of Academic Records and 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.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that 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, research or support staff 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 executive cabinet; or a student serving on an official committee, such as a disciplinary or appeal committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if he or she needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 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, D.C., 20202-5920

GCU has designated certain information in the education records as directory information for the purposes of FERPA. Students are required to complete a Student Information Release Form, submitted to the Office of Academic Records, to control release of such information with respect to student records. The Student Information Release Form is good for one year, from the date of signature.

Although GCU recognizes some information as directory, GCU's practice is not to release most directory components unless there is a significant emergency reason to do so (for example, police request). Some directory information will be released when it comes to athletics or other student activities, such as theatre productions, regardless if a student opts out. Students wishing to opt out of ALL directory information disclosure, must send their request to [directoryoptout@gcu.edu](mailto:directoryoptout@gcu.edu).

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If choosing to opt out, students must provide their student ID and reply from their GCU email address to remove:

- Student name
- Address
- Personal email address
- Phone number
- Date and place of birth
- Hometown
- Degrees and awards received and dates
- Dates of attendance (current and past)
- Full- or part-time enrollment status
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Most recently attended educational institution
- Major field of study
- Academic levels
- Photographs