

**Johns Hopkins University
Homewood Campus**

Notification of FERPA Rights

To Arts and Sciences/Engineering students:

The Family Educational Rights and Privacy Act (FERPA), the law that governs release of and access to student education records, gives students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review your education records within 45 days of the day the University receives a request for access.

The written request should be submitted to the Office of the Registrar or the office that maintains the record. The University official will make arrangements for access and notify you of the time and place where the records may be inspected.

- 2) The right to request the amendment of your education records if you believe it is inaccurate or misleading.

If you feel there is an error in your record, submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed, and specify why it is inaccurate. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

- 3) The right to consent to disclosure of personally identifiable information contained in your 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, or collection agent); 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. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Please note that you have the right to withhold the release of any or all categories of Directory Information by submitting an Exclusion of Directory Information Form to the Office of the Registrar. Directory information includes: name, local, permanent and email address, local phone number, date and place of birth, names of parents and spouse, degrees, awards, honors, photograph, Hopkins ID, year of study, major, and participation in officially recognized activities and sports. If this form is not submitted, Directory Information may be disclosed to the general public.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Johns Hopkins 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 20202-5901