

**Family Educational Rights and Privacy Act of 1974 (FERPA)
Annual Notice**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights are:

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

Students should submit to the University Registrar, a written, dated, and signed request that identifies the records(s) they wish to inspect (including the requestor's full name, date of birth, and student identification number). The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Registrar, 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 a student education record that the student believes is inaccurate, misleading, or otherwise in violation of their right to privacy.

Students who wish to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

If the University decides not to amend the record as requested by the student, the University will notify the student in writing 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 provide written consent before the University discloses personally identifiable information contained in student education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (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.

The University designates the following as "directory information" and may, upon inquiry, be disclosed at the University's discretion without prior consent of the student:

- a. Name of student
- b. Local and other addresses
- c. Local and other telephone numbers
- d. E-mail addresses
- e. Date of birth
- f. Dates of attendance
- g. Enrollment status (full time, part time, etc.)
- h. Major field of study
- i. Education level (i.e. undergraduate, graduate)
- j. Class standing (i.e. freshman, sophomore, etc.)

- k. Previous educational institution(s) attended
- l. Degrees received and dates of conferral
- m. Honors and awards received
- n. Participation in officially recognized activities and sports
- o. Weight and height of members of athletic teams

HPU is under no obligation to release directory information to anyone who inquires. FERPA only states that an institution *may* release directory information.

Students have the right to restrict the release of their directory information. To exercise this right, a student must submit a signed request in writing to the HPU Registrar's Office in person or by mail, 500 Ala Moana Blvd, Suite 5A, Honolulu, HI 96813. A request form is available at the Registrar's Office or in downloadable format via the HPU [Registrar](http://www.hpu.edu/ferpa) website (www.hpu.edu/ferpa). Once the request is filed it becomes a permanent part of the student's record and shall remain in effect until the student instructs Hawai'i Pacific University, in writing, to have the request removed.

The University will not disclose official transcripts and/or information not identified as "directory information" to non-school officials without prior written consent from the student unless provided as an exception to the law under FERPA.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawai'i Pacific University to comply with the requirements of FERPA.
The name and address of the office that administers FERPA is:

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

Questions regarding the rights and release of information that this Act provides to Hawai'i Pacific University students should be directed to the University Registrar:

Registrar's Office
500 Ala Moana Blvd, Suite 5A
Honolulu, HI 96813
Tel. (808) 544-0239
E-mail: registrar@hpu.edu

More references can be found at: WWW.HPU.EDU/FERPA

[Registrar's Office](#)

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