

## **CSUB Office of Financial Aid & Scholarships (OFA&S)**

### **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

Financial aid recipients are advised that the Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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 Division Director of Financial Aid & Scholarships a written request that identifies the record(s) they wish to inspect. The Division Director, or his or her designee, 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 in the OFA&S, the Division Director, or his or her designee, shall advise the student of the correct official/office to whom/which the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may submit a written request to the OFA&S to amend a record that they believe is inaccurate. They should write the Division Director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the OFA&S decides not to amend the record as requested by the student, the office will notify the student of the decision and advise the student of his or her right to a Financial Aid Advisory Committee 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, 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.

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, DC 20202-4605**