STUDENT RECORDS POLICIES AND PROCEDURES
RELATING TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR
FRESNO PACIFIC UNIVERSITY
Z P] • š Œ Œ [• K (( ]
Updated t April 2022

TABLE OF CONTENTS

FERPA Overview
Student
Education Records
Directory Information
Annual Notification of Students Rights Under FERPA
Student Rights to Privacy Under FERPA
Personally Identifiable Information (PII)
School Officials
Legitimate Educational Interest
^ š µ v š • [Z] P Disclosure of Directory Information
Exceptions t Not Education Records
Procedure to Inspect Education
Records Right of University to Refuse to Provide Copies
Fees for Copies of Records
Disclosure of Education Records
Release of Student Information to Parents
De-Identified Student Data
Records of Requests and Disclosures
Challenge of the Contents of Education Records
Obtaining Educational Records of Deceased Students

FERPA OVERVIEW

FERPA (Family Education Rights and Privacy Act) was enacted in 1974 et of regulations that applies to those institutions that received funding from the Department of Education. FERPA was writtpcB ic7(aslly)-3 wf-6(o)6riw tu wancBwgucB wthwth itg-6(hcB)t towin pcBa

a. Specifies the records that may be disclosed
b. States the purpose of the disclosure
c. Identifies party or class of parties whom the disclosure can be made.

2. Records relating to individuals who are employed by the institution, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees and are not available for use for any other purpose.
    a. Records of students are education records, e.g., work-study, graduate assistants.
3. Records created and maintained by the Fresno Pacific University Campus Safety department that are for law enforcement purposes only.
4. Records maintained by the Health Services department and the Counseling Office if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Records that only contain information about an individual after he or she is no longer a student at Fresno Pacific University (e.g., information gathered on the accomplishments of alumni).
6. Peer-graded assignments that have not been collected by a teacher

PROCEDURE TO INSPECT EDUCATION RECORDS

1. Students may inspect and review their education records upon written request to the Z P] • š Œ Œ [• K (( ] X
2. The written request must identify as precisely as possible the record(s) the student wishes to inspect
3. d Z Z P] • š Œ will [• make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or less from the receipt of the request.
4. When a record contains information about more than one student, students may inspect and review only the information that relates to their own record
5. FPU will make reasonable efforts to identify and authenticate the identity of parents, students, school officials, and others seeking personally identifiable information.

RIGHT OF UNVERSITY TO REFUSE ACCESS

Fresno Pacific University reserves the right to refuse to permit a student to inspect the following records:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the student has waived his or her right to inspect and review

&Œ •v} W](] hv]À Œ•]šÇ u Ç]• o}•]v(}Œ uo]v}(ŒE with •šµ v
the written consent of the student, except:

1. To school officials who have a legitimate education interest in the records
2. To officials of another school in which a student seeks or intends to enroll on the condition that the issuing instit

4. Upon request, Fresno Pacific University will arrange for a hearing, and notify the student reasonably in advance, of the date, place, and time of the hearing.
5. A hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request t} u v šZ •šµ vš[• µ š]}v Œ }Œ •X Kv }(u}Œ]v šZ •šµ všU]v oµ]vP v šš}Œv ÇU š šZ •šµ vš[• Æ‰ v
6. Fresno Pacific University will prepare a written decision based solely on the evidence presented at the hearing the decision will include a summary of the evidence presented and the reasons for the decision.
7. If Fresno Pacific University decides that the challenged information is not inaccurate, u]•o]vPU }Œ]v À]}o š]}v }(šZ •šµ will inform the Œ]À Ç }Œ }šZ student that they have a right to place in a record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. dZ •š š u vš Á]oo u]vš]v • ‰ucation records (or šZ the •šµ vš[• contested portion is maintained. If Fresno Pacific University discloses the contested portion of the record it must also disclose the statement.

3. A statement certifying that he or she is qualified to receive the records, based on the above criteria.
4. Signature
5. Date of Request

The request should be addressed to the Registrar.