

**TENNESSEE TECH UNIVERSITY
RELEASE OF EDUCATION RECORDS AND
NOTIFICATION OF YOUR RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) is a Federal law that protects the privacy of student Education Records. Education Records are those records (1) directly related to a student; and (2) maintained by Tennessee Tech, or by a party acting for the University. Tennessee Tech begins maintaining your Education Records upon your enrollment.

Under FERPA, you have certain rights with respect to your Education Records. These rights include:

- **The Right To Access and Review Your Education Records**
- **The Right To Request The Amendment Of Your Education Records**
- **The Right To Restrict The Disclosure Of Your Education Records**

How can you request to access and review your Education Records?

To access and review your Education Records, you must submit a written request to the custodian of the records identifying those records you wish to review. Your right to access and review your Education Records does not include access to records exempted from disclosure pursuant to 34 C.F.R. § 99.12 or any other relevant statute, rule, regulation, or order.

When can you access and review your Education Records?

You have the right to access and review your Education Records within forty-five (45) days after requesting access.

Absent an exception, the custodian of the records will notify you of a time and place where you may review your records. If the custodian does not maintain your records, the custodian will direct you to the correct person or office.

Who can request an amendment of your Education Records?

You have the right to request the amendment of your Education Records if you believe they are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

How do you amend your Education Records?

To amend your Education Records, you must submit a written request to the custodian of the records. The written request must clearly identify the portion of the records you want amended, and must detail the reason(s) for the requested amendment.

You may not use the request to appeal or contest the underlying action taken by Tennessee Tech. For example, you cannot use this procedure to appeal or contest the assignment of an academic grade under this procedure.

Within a reasonable amount of time, you will receive written notification granting or denying your request. If the request was denied, the written notification will contain information explaining your right to a hearing pursuant to [Tennessee Tech Policy 1206, Confidentiality of Student Records and FERPA Compliance](#).

Can information from your Education Records be disclosed without your permission?

Generally, Tennessee Tech must have your written permission before releasing information from your Education Records. However, FERPA contains specific exceptions which allow Tennessee Tech to disclose information without your consent under certain conditions. Those exceptions include but are not limited to:

- School officials with legitimate educational interest (A school official has a legitimate educational interest if the official has a need to know of the information in order to fulfill his or her official responsibilities);
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the University;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- To parents of a student under the age of 21 regarding the student's violation of any federal, state or local law, or any Tennessee Tech rule or policy governing the use or possession of alcohol or a controlled substance.
- Directory Information

What is Directory Information?

The Directory Information contained in your Education Records includes:

- Your name
- Your address (electronic mail, home and campus addresses) when related to a Tennessee Tech activity
- Enrollment status (undergraduate, graduate, full or part-time)
- Hometown or city at the time the application for admission was filed
- Major or field of study
- Dates of attendance
- Grade level (progress towards degree)
- Honors and awards received
- Most recent previous educational agency or institution you attended
- Participation in a student organization or alumni affairs activity
- Participation in officially recognized activities or sports
- Weight and height of athletic team members
- Photographs or video when related to a Tennessee Tech activity

Can you restrict the disclosure of your Directory Information?

Tennessee Tech may disclose your *Directory Information* to anyone without your permission unless you restrict the release of such information. However, you may restrict the release of some or all of your Directory Information, by following these steps:

- Go to your [Eagle Online account](#)
- Select the Personal Information tab
- Select the box immediately before the statement “I do not want my directory information released to individuals, employers, media, etc.”
- Be sure to select “Submit” at the bottom of the page

Please be aware that restricting the release of your Directory Information will prevent Tennessee Tech from providing information to employers requesting verification of enrollment and/or degree information or to news outlets on or off campus, regarding honors and graduation lists.

Can you limit the disclosure of certain information to specific individuals or organizations?

As a student, you also have the right to permit the release of certain information to specific individuals or organizations. This additional information includes:

- Student account, financial information, etc. (Business Office)
- Academic information such as GPA, grades, academic standing, etc. (Registrar’s Office)
- Financial assistance, scholarships, and other awards, etc. (Financial Aid Office)
- Disciplinary information, Residential Life housing information, etc. (Dean of Students)

To permit the release of information by an office, follow these steps:

- Go to your [Eagle Online account](#)
- Select the Personal Information tab
- Select the box beside the name of the appropriate office(s), then scroll down the page and type in the name and relationship of the individual or organization to whom your information may be released
- Be sure to select “Submit” at the bottom of the page

This information can be updated in your Eagle Online account at any time.

Where can you obtain additional information regarding FERPA and your Education Records?

If you have questions concerning FERPA and your Education Records or need additional information, contact:

Office of the Registrar
Box 5026
805 Quadrangle, Jere Whitson, Room 226
Cookeville, TN 38505
(931) 372-3317

How do you file a complaint?

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tennessee Tech 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 20202-5920
1-800-USA-LEARN (1-800-872-5327)
Individuals who use TDD may use the [Federal Relay Service](#).

For more information about your rights under FERPA please follow this link to Tennessee Tech Policy 1206, [Confidentiality of Student Records and FERPA Compliance](#)