

3341-3-41 FERPA Rights.

Applicability	All University units
Responsible Office	Office of the Provost
Responsible Administrator	University Registrar

(A) Policy Purpose and Statement

This policy explains the students' rights regarding their academic records in accordance with FERPA.

(B) Policy

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

- (1) The right to inspect and review the student's education records within forty-five days of the day the university receives a request for access.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- (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.
- (4) The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by Bowling Green State University to comply with the requirements of FERPA.

Students are notified of their FERPA rights annually by publication in the Student Affairs Handbook.

Registered Date: March 24, 2015
Amended Date: March 23, 2017