

another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Austin Peay State 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, 600 Independence Avenue, SW, Washington, DC 20202-4605

Confidentiality and Privacy of Student Records

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and degrees and awards received by a student. The University provides each student the opportunity to restrict disclosure of the designated directory information. The student will be given this opportunity at the beginning of each academic term. (Forms may be obtained from the Office of the Registrar).

A student's right of access to his or her education records includes the right to inspect and review the content of such and obtain copies thereof at a reasonable cost within 45 days of requesting them. The right of access of a student does not include access to:

- (1) Financial records of the parents of the student or any information contained therein;
- (2) Confidential letters and statements or recommendations concerning admission, employment or the receipt of an honor, which were placed in the records prior to January 1, 1975, or concerning which the student has signed a waiver of access;
- (3) Administrative and educational personnel records ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any person except a substitute;
- (4) Records of law enforcement officials;
- (5) Records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution and
- (6) Records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than the health-related personnel.

Information concerning educational records which is personally identifiable with a particular student, other than directory information, shall not be released to persons, agencies or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release and to whom the information is to be released, with a copy to the student, if requested, or
2. Such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order of subpoena shall be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interests.

Visit <http://www.apsu.edu/policy/pdf/3024.pdf> for the Confidentiality of Student Records Policy.