ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:
1. The right to inspect and review the student’s educational records within 45 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 is 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 US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The complete FERPA policy is available in the DeSales University Undergraduate Catalog.

DIRECTORY INFORMATION
The University may use its discretion to disclose Directory Information about students upon request unless specifically informed by the student in writing that this type of information should not be released. Directory Information includes:
* student name
* address & telephone number (local & permanent)
* high school attended
* major field(s) of study
* enrollment status
* email address
* sports & activities participation
* class schedule
* birthdate
* most previous school attended
* height/weight of athletic team members
* photographs
* dates of attendance, degrees and awards

Written requests to withhold the release of all Directory Information must be submitted to the Office of the Registrar no later than September 15. This request will be honored for one year. Written notice must be received annually to renew the request.

If you would like to grant access to your educational record (e.g. to your parents, spouse, etc.), you must complete the Privacy Release on WebAdvisor. Privacy Release Information is found under the Communication section of the main Student Menu on WebAdvisor.
If you do not complete the Privacy Release, your educational record will remain confidential.