

Summary of Student Rights  
under  
Family Educational Rights & Privacy Act  
(FERPA)



KANSAS CITY ART INSTITUTE  
A four-year college of art and design

The *Family Educational Rights and Privacy Act* (FERPA), the federal law that governs release of and access to student education records,

includes the following student rights:

1. The right to inspect and review your education record within a reasonable time after KCAI's Registrar's Office receives a request for access.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the Registrar, Andrea Khan, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if they need information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: college faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the college.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Release of student record information is generally not done at KCAI without the expressed, written consent of the student. There are, however, some exceptions.

For example, directory information may be released without the student's consent (see section on directory information). Please note that you have the right to withhold the release of directory information. To do so, you must complete a "Request for Non-Disclosure of Directory Information" form, which is available from the Student Life Office, or the Registrar's Office. Please note two important details regarding placing a "No Release" on your record:

1. The college receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a "No Release" on your record will preclude release of such information, even to those people.
2. A "No Release" applies to all elements of directory information on your record. KCAI does not apply a "No Release" differentially to the various directory information data elements.

### Directory Information

The following items are designated as directory information and may be released for any purpose at the discretion of KCAI unless a written request for nondisclosure is on file: name, address, telephone number, dates of attendance, class, most recent institution attended, major field of study, awards, honors, degree(s) conferred.

A copy of the *Act*, more details about your rights, and any KCAI policies related to the *Act* are available from the Registrar's Office.

Questions concerning FERPA should be referred to the Registrar's Office.