

ANNUAL FERPA NOTICE- Student Rights and Responsibility!

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that gives you and your parents certain rights with respect to your education records. As a student of William Carey University, you should be aware of these rights:

1. Right to Inspect and Review Records

You may inspect and review your education records within **45 days** of the day [Your School] receives your request. To do this, submit a **written request** to the University Registrar identifying the records you wish to inspect. The school will arrange access and notify you of the time and place.

2. Right to Request Amendment of Records

If you believe your education record is inaccurate, misleading, or otherwise violates your FERPA rights, you may request its amendment. Write to the University Registrar and clearly identify the part of the record you want changed, and explain why. If the school decides not to amend the record, you will be notified of the decision and your right to a hearing.

3. Right to Consent Before Disclosure

You must give **written consent** before [Your School] discloses personally identifiable information (PII) from your education records, except as allowed under FERPA. One exception is disclosure to school officials with legitimate educational interests. The criteria for who qualifies as a school official are set out in our school policy.

How to Exercise These Rights

- **Contact: Office of the Registrar/Leana Wilson**
- **Email: registrar@wmcarey.edu**
- In person: **Tatum Court, Suite 116**
- Phone: **601-318-6195**

Important: FERPA rights apply to you **as long as you are enrolled at William Carey University**. If you are a parent of a student under 18, *these rights also apply to your student's records*.

For more information, visit the U.S. Department of Education's FERPA page at studentprivacy.ed.gov