

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act of 1974, as amended, and its implementing federal regulations (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends or has attended American University of Beirut (“University”). These rights include:

1. The right to inspect and review the student's education records within 45 days after the date the University receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. If the records are not maintained by the Registrar's Office, staff members shall advise the student of the correct official to whom the request should be addressed (dean, head of the academic department, or other appropriate University official). The University official will make arrangements for access and notify the student of the time and place where the records may be inspected which will be facilitated by the Registrar's Office.
2. The right to request that the University amend the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record that the student believes is inaccurate or misleading should write to the University official responsible for the record *with a copy to University registrar*, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide consent before the University discloses personally-identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, the institution is required to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. FERPA contains several exceptions to the general rule that the University should not disclose education records without seeking the prior written consent of the student. The following circumstances are representative of those in which education records (and information drawn from education records) may be disclosed without the student's prior written consent:
 - (a) The University may release “directory information” with respect to a student. The University treats the following information as “directory information” that may be made available to the general public: full name, university ID number, local and other addresses, electronic mail address, telephone listing; name and address of parent or guardian; reported date and place of birth; photographic, video, or electronic images; major field of study; enrollment status; participation in officially recognized extra-curricular activities and sports; weight and height of members in athletic teams; dates of attendance, school, department, or institute attended; dates of graduation (actual and expected); degrees conferred and awards, fellowships, prizes, and similar honors received and their dates; and other educational institutions attended and degrees conferred.

Students may direct the University not to disclose their directory information, usually called placing a “FERPA Block,” by informing the University’s Registrar’s Office in writing of that decision. Students should be aware of possible consequences of placing a FERPA Block (such as missed announcements, non-inclusion in University directories, etc.). The request must be made within the first 90 days of any term. A student who has placed a FERPA Block may reverse this decision by informing AUB’s Registrar’s Office in writing.

- (b) The University may disclose information to school officials who have a legitimate educational interest in a student’s education record. A school official is: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student or volunteer serving on an official committee (or representing a recognized student group), such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility to the University or to the student.
- (c) Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
- (d) The University may choose to disclose education records (and information drawn from education records) to either supporting parent(s) or guardian(s) when the student is claimed as a dependent under the Internal Revenue Code.
- (e) The University may provide education records in response to a lawfully issued subpoena, judicial order, or as otherwise compelled by legal process.
- (f) The University may disclose education records in connection with financial aid for which the student has applied or which the student has received, including if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- (g) The University may inform persons, including either parent(s) or guardian(s), when disclosure of the information is necessary to protect the health or safety of the student or other persons.
- (h) The University may release “directory information” with respect to a student to accrediting organizations to carry out their accrediting functions and to governmental agencies upon request. As well as to organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- (i) To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of

personally-identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- (j) To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
 - (k) To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
 - (l) For students under age 21, the University may notify either parent(s) or guardian(s) of a violation of any law or policy relating to the use of alcohol or controlled substances if the University determines the student committed a disciplinary violation.
4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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
400 Maryland Avenue, SW
Washington, DC 20202