



**(2) The right to request the amendment of the student's education records that the student believes is**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided to the student along with notification of the right to a hearing.

**(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is defined as 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 for a service or operations function (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, 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 professional responsibility.

by the Internal Revenue Code, Section 152; or to officials of another school in which a student seeks or intends to enroll.

Furthermore, the University is required by law (the *Solomon Amendment*) to provide the name and address of all students to any legitimate military recruiter who makes such a request in writing to the Office of the Registrar. This applies even if a student has submitted a request to withhold directory information.

FERPA regulations detail other exc

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seattle 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 20202-4605