PRIVACY RIGHTS OF
STUDENTS IN EDUCATION
RECORDS

The federal Family Educational Rights and Privacy Act of 1974 (20
U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set
out requirements designed to protect students’ privacy in their records
maintained by the campus. The statute and regulations govern access
to certain student records maintained by the campus, and the release
of such records. The law provides that the campus must give students
access to most records directly related to the student, and must
also provide an opportunity for a hearing to challenge the records,
if the student claims they are inaccurate, misleading, or otherwise
inappropriate. The right to a hearing under this law does not include
any right to challenge the appropriateness of a grade determined by
the instructor. The law generally requires the institution to receive a
student’s written consent before releasing personally identifiable data
about the student. The institution has adopted a set of policies and
procedures governing implementation of the statute and the regulations.
Copies of these policies and procedures may be obtained on the web
at www.sfsu.edu/~admisrec/reg/ferpa.html or in the Registrar’s Office. Among the
types of information included in the campus statement of policies and
procedures are:

1. the types of student records maintained and the information they
   contain;
2. the official responsible for maintaining each type of record;
3. the location of access lists indicating persons requesting or
   receiving information from the record;
4. policies for reviewing and expunging records;
5. student access rights to their records;
6. the procedures for challenging the content of student records;
7. the cost to be charged for reproducing copies of records; and
8. the right of the student to file a complaint with the Department of
   Education.

The Department of Education has established an office and review board
to investigate complaints and adjudicate violations.

The designated office is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202–5920

The campus is authorized under the Act to release “directory information”
concerning students. San Francisco State University policy is more
restrictive than the Federal and State Act and limits directory information
to the student’s name, current enrollment status (e.g., undergraduate
or graduate, full-time or part-time), class level, major, degrees earned,
semesters of enrollment, and extra-curricular achievements. The above
designated information is subject to release by the campus at any time
unless the campus has received prior written objection from the student
specifying what information the student requests not be released. Written
objections should be sent to the registrar.

A student can request that non-directory information (including address)
be released to agencies of the State of California when requested for