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 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
employment recruitment purposes under the provisions of Assembly

Bill 771 (Chacon). Written requests to release non-directory information
should be directed to the registrar. Forms are available for this purpose at
the One Stop Student Services Center.

The campus is authorized to provide access to student records to
campus officials and employees who have legitimate educational
interests in such access. These persons have responsibilities in the
campus’ academic, administrative, or service functions and have reason
for accessing student records associated with their campus or other
related academic responsibilities. Student records will be disclosed
to the Chancellor’s Office of the California State University in order to
conduct research, to analyze trends, or to provide other administrative
services on behalf of the CSU. Student records may also be disclosed
to other persons or organizations under certain conditions (e.g., as part
of the accreditation or program evaluation; in response to a court order
or subpoena; in connection with financial aid; or to other institutions to
which the student is transferring).

In addition to those safeguards provided by the Family Education Rights
andPrivacy Act of 1974, the university’s policy allows the release of
personally identifiable information to others (except to verify student
status) only with the student’s prior consent or in the case of extreme
emergency or where there is clear and imminent danger to the student, to
others, or to society.