

Office of the Registrar

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The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within BDCg.756 3 (993 (r)55005 (t)-34.005 (w)2.005 (u)1.005 (t)-y965 9)-5.995 ()-34.005

arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or in violation of their right to privacy. Students may ask the University to amend a record that they believe is inaccurate or misleading, or in violation of their privacy rights. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of their right to privacy. 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 his or her 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.

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- X to organizations conducting certain studies for or on behalf of the University;
- X the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

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

I request that ³Directory Information as defined in paragraph 6. above be restricted from release.

I remove my restriction pertaining to the release of ³Directory Information as defined in paragraph 6.

First Name

MI Last Name

MGA ID

Signature of Student

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