**Notification of Rights under FERPA**

Dear Student,

Kennesaw State University is required to notify you of your rights under FERPA. This email serves as the official notification of your rights regarding FERPA.

FERPA is the Family Educational Rights and Privacy Act of 1974 and protects student privacy. It is very important that all students understand their rights under FERPA.

The Family Educational Rights and Privacy Act (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 a postsecondary institution.)  These rights include:

1. **Right to Inspect and Review Education Records**

The right to inspect and review the student's education records within 45 days after the day Kennesaw State University receives a request for access to the Office of the Registrar.   The Office of the Registrar will arrange access and notify the student of the time and place where the records may be inspected.

1. **Right to Request Amendment of Records**

If a student believes their education records contain inaccurate or misleading information, they have the right to request an amendment. The request must be submitted in writing, clearly identifying the part of the record to be amended and explaining why it is inaccurate or misleading.

1. **Right to Provide Written Consent Before Disclosure**

Students have the right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Directory Information, as defined at Kennesaw State University can be found at https://www.kennesaw.edu/ferpa/ may be disclosed without the consent unless the student has opted out.

Education records can be disclosed without a student’s prior written consent to school officials with legitimate educational interests.  A school official is a person employed by Kennesaw State University in an administrative, supervisory, academic, research, or support staff position (including law en­forcement unit personnel); or a student serving on an official committee, or who is assisting a school official in performing his or her tasks (teaching assistants, research assistants, graduate assistants, student assistants and work study assistants). In addition, KSU may outsource institutional services or functions that involve the disclosure of education records to contractors, consultants, vendors, or other third parties are to have a “legitimate educational interest” in the personally identifiable information from an education record of a student.

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 responsibilities at Kennesaw State University.

1. **The Right to Opt-Out of Directory Information Disclosure**

Students may choose to opt out of the disclosure of Directory Information by submitting a written request to the Office of the Registrar. Once the request is submitted, the institution will withhold Directory Information from public disclosure.

**Important**: Opting out does not prevent the institution from disclosing Directory Information to school officials with legitimate educational interests, including certain institution administrators, faculty, and contracted service providers.

1. **The Right to File a Complaint with the U.S. Department of Education**

Students who believe the Kennesaw State University has failed to comply with FERPA may file a complaint with the U.S. Department of Education at the following address:

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

There is additional information regarding your educational records, releasing those records and directory information. It is vital that students are aware of what FERPA is and how it affects them.  Please read the complete [Annual Notification of Rights under FERPA](https://www.kennesaw.edu/ferpa/consent.php) so that you are fully informed about what FERPA is and what your rights are.

**Disclosure Without Consent**

USG institutions may disclose education records without a student’s prior written consent to certain parties under certain conditions, as allowed by FERPA, including:

• School officials with legitimate educational interests.

• Other schools to which a student is transferring.

• Specified officials for audit or evaluation purposes.

• Appropriate parties in connection with financial aid.

• Organizations conducting certain types of studies for or on behalf of the school.

• Accrediting organizations.

• Compliance with a judicial order or lawfully issued subpoena.

**Who to Contact with Questions/Concerns/Feedback?**

Office of the Registrar email at registrar@kennesaw.edu

Office of Legal Affairs email at asklegal@kennesaw.edu

Sincerely,

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| Kennesaw State University | **Paul Parker** *Assistant Vice President and University Registrar* Office of the Registrar 585 Cobb Ave NW Room 1513, MD 0116 Kennesaw, GA 30144 p: 470-578-7883 e: pparke25@kennesaw.edu w: [https://registrar.kennesaw.edu](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fregistrar.kennesaw.edu%2F&data=05%7C02%7Cpparke25%40kennesaw.edu%7C1496ca5c956547b8ecfa08dd1fa1fdc7%7C45f26ee5f134439ebc93e6c7e33d61c2%7C1%7C0%7C638701503074998103%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Bg683lZlsfDr77iurunbTx7096wQ3cgkd55PJ1aqfh4%3D&reserved=0)**View** [**Academic Calendar**](https://www.kennesaw.edu/registrar/academic-calendars/academic-calendar-spring-2025.php)**Here!** |

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