



Notice to Students

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), was designated to protect the privacy of educational records. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar and Vice President of Academic Affairs, written requests that identify the record(s) they wish to inspect. The University official will make 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 University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify 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 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. The following is considered "Directory Information" at Rocky Mountain University of Health Professions and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing.
 - Student's name, telephone numbers, photograph, all addresses, e-mail address, major, and date(s) of enrollment and graduation.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rocky Mountain University of Health Professions 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.

Authorization to Withhold Directory Information

The following is considered "Directory Information" at Rocky Mountain University of Health Professions, and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing.

- Student's name, photograph, telephone numbers, all addresses, email address, program or specialty, and date(s) of enrollment and graduation.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold disclosure of such Directory Information. Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide to inform Rocky Mountain University of Health Professions not to release any of this information, any requests for such information from Rocky Mountain University of Health Professions will be refused.

This authorization is valid until a written request to rescind is received by the Office of Student Records.

I hereby request that Rocky Mountain University of Health Professions not release the following Directory Information from my academic records. I have read the above paragraphs and understand the consequences of my action.

Please check the following in accordance to what you wish WITHHELD upon request:

- Telephone Number(s)
- Address(es)
- E-mail Address
- Photograph
- Program or Specialty
- Graduation and Enrollment Dates

Student's Name

Student's Signature

Date

Received by Registrar:

Registrar Signature

Date