CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS

Enrollment Services
Records and Registration
One University Drive
Camarillo, CA 93012
Phone: (805) 437-8500

ANNUAL NOTICE TO STUDENTS
FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974 (FERPA)

In fulfillment of the University's obligation under the Family Educational Rights and Privacy Act, notice is hereby given to students of the University's FERPA policy and students' rights under the act. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file a complaint concerning any alleged failure of the University to comply with the act. Complaints may be addressed to:

Family Policy Compliance Office,
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA identifies certain data as "directory information," which may be freely released to the public without written authorization of the student. Students may file a form with the Records and Registration office requesting withholding of directory information. The student's records will be kept confidential until the student requests in writing that the confidentiality hold be removed. CSU Channel Islands designates the following items as directory information:

Directory Information:

- Student's name
- University assigned e-mail address
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, awards, and honors received
- Dates degrees conferred

For Student Employees:

- Department where employed
- Employee Status (i.e. Graduate Assistant, Instructional Student Assistant, Teaching Associate)

Request to Withhold Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of directory information. California State University Channel Islands will honor your request to withhold directory information until such time as you inform the University in writing that you withdraw the request.

Please consider carefully the consequences of any decision to withhold directory information. Once such a request has been filed, the University will not respond to any requests for information about you and your name will not appear on any official rosters for events such as Honors Convocation or Commencement, for example. Additionally, the University will not respond to request for verification of enrollment or of degree conferred without your written authorization.

I hereby request that CSU Channel Islands withhold directory information from public disclosure until I withdraw this request. I have read the above information and understand the consequences of my request.

Student Name	Student ID	Signature	Date
_____	_____	_____	_____

Administrative Use Only-Records & Registration

Processed by _____ PS Update:_____
(Staff Initials) (Date)