

We are writing to inform you of your rights under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of your education records. Please take a few moments to review this important information.

What Is FERPA?

FERPA gives you specific rights regarding your education records once you begin attending CSU Channel Islands, regardless of age.

Your Rights Under FERPA:

- The right to inspect and review your education records.
- The right to request amendment of records you believe are inaccurate or misleading.
- The right to limit disclosure of your personally identifiable information, except when FERPA permits disclosure without consent.
- The right to file a complaint with the U.S. Department of Education if you believe your FERPA rights have been violated.

What Are Education Records?

Education records are records directly related to you and maintained by CSUCI or a party acting on its behalf. They may include digital records, printed documents, audio or video recordings, transcripts, emails, and other recorded information.

Education records generally do not include:

- Personal notes kept in the sole possession of the person who created them and not shared with others
- Medical treatment records
- Employment records when employment is not contingent on student status
- Records created and maintained by a law enforcement unit for law enforcement purposes
- Alumni records created after a student is no longer in attendance that do not relate to the individual as a student

Reviewing or Correcting Your Records

To review an education record, a student must submit a written request to the University Registrar. If students wish to review their disciplinary records, the written request must be submitted to the Dean of Students. The student must sign the request; describe the specific records to be reviewed; and must set forth the name under which the student attended the University, the student's ID number, and the student's last date of attendance.

Students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of the privacy or other rights of the student. The student must request an informal discussion of the questionable item with the custodian of record, who will determine whether to comply. Procedures are fully listed in the policy.

Disclosure to University Officials

CSUCI may disclose education records without your prior consent to University officials who have a legitimate educational interest in the information.

A University official may include an employee serving in an administrative, supervisory, academic, research, or support position; a student serving on an official University committee; or a person or organization performing a service or function for CSUCI.

A legitimate educational interest exists when access to the information is necessary for the University official to perform an assigned professional, instructional, supervisory, administrative, or student-support responsibility.

FERPA Consent to Release

If you wish to authorize CSUCI to release information from your education records to another person, such as a parent or guardian, complete the [Authorize to Release](#) form through CI Records in your myCI portal.

This authorization allows the offices identified on the form to discuss or release approved information to your designated third party when requested. It does not provide the third party with direct access to your student record or myCI account. You may update, add, or remove a designee at any time.

Directory Information

FERPA permits CSUCI to disclose designated directory information without your prior written consent. CSUCI has designated the following as directory information:

- Student name
- University email address
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, awards, and honors received
- Dates and degrees conferred
- Enrollment status or class level

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

For student employees, directory information also includes:

- Department where employed
- Employee status, such as Graduate Assistant, Instructional Student Assistant, or Teaching Associate

Restricting Directory Information

You have the right to restrict the release of your directory information. To do so, complete the FERPA Request to Withhold Directory Information form and submit it in person to the Registrar's Office with photo identification.

You may restrict your online student-directory information or all directory information. The request must be renewed at the beginning of each academic year.

Please be aware that restricting directory information means your name will not appear in the commencement bulletin or other University publications. CSUCI may also be unable to confirm your attendance or provide directory information to employers, scholarship committees, loan agencies, and other outside organizations.

Military Recruiters

Under the Solomon Amendment, certain student recruiting information may be released to U.S. military recruiters. If you have submitted a FERPA Request to Withhold Directory Information, information from your education record will not be released under the Solomon Amendment.

For additional information about FERPA, your privacy options, and the appropriate custodian for your education records, visit:

<https://www.csuci.edu/office-departments/registrar/ferpa.html>

If you have questions, contact the Registrar's Office at registrar@csuci.edu or 805-437-8500.

Sincerely,

Registrar's Office

California State University Channel Islands