

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 is a federal law that gives you specific rights regarding your educational 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 any records directly related to you and maintained by CSUCI or a party acting on its behalf. This includes digital records, printed documents, audio/video recordings, transcripts, and more.

Some exceptions include:

- Personal notes kept by faculty/staff not shared with others
- Law enforcement and security records
- Employment records (unless tied to student status)
- Medical treatment records
- Alumni records

FERPA Consent to Release

If you, the student, wish to grant permission to release information from your academic record, submit an electronic Authorize to Release form through your student portal. Please note: this process allows the offices indicated in the release to share information to an authorized third-party when requested; it does not provide a third-party direct access to the student record or myCI.

Directory Information

CSUCI may disclose certain information without your written consent, including:

- Name, university email, local/permanent address, and telephone number
- Date of birth, major, class level, and enrollment status
- Dates of attendance, expected graduation date, and degrees or honors received
- Participation in university activities, student employment info, and student photo

You have the right to withhold your directory information. To do so, complete the “FERPA Request to Withhold Directory Information” form and submit it to the Registrar’s Office.

Military & Authorized Access

- Under the Solomon Amendment, your directory information may be released to U.S. military recruiters unless you have a request to withhold on file.
- You may also authorize others (such as a parent or guardian) to access your education records by submitting the appropriate form via your myCI portal.

For more details on FERPA and your privacy options at CSUCI, please visit:

<https://www.csuci.edu/registrar/ferpa.htm>

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

Sincerely,

Registrar’s Office

California State University Channel Islands