

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Each year the University of Notre Dame is required to give notice of the various rights accorded to students with respect to your "education records" pursuant to the Family Educational Rights and Privacy Act (FERPA). "Education records" are those records, files, documents and other materials that contain information directly related to a student and that are maintained by the University, including admissions, disciplinary records, personal academic and financial aid files, employment records and placement records. In accordance with FERPA, you are notified of the following:

1) **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution. The Office of the General Counsel coordinates the inspection and review procedures for the University. To review your education records, you must make a written request to the Office of the General Counsel. You may obtain the form for making such a request from the Office of the General Counsel, 203 Main Building, or at <http://www.nd.edu/~gencoun/resources/>. You have a right to review your records within 45 days of making a written request.

2) **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of personally identifiable information contained in your education records to third parties with certain exceptions allowed by Federal regulations. Examples of such exceptions in which the University is allowed to disclose information contained in your education records include but are not limited to:

- when you have provided prior written consent for the disclosure
- when the University is disclosing the information to school officials who have a legitimate educational interest
- to officials of another institution of higher education to which you seek or intend to enroll
- when such information constitutes "directory information" (see below)

Directory Information: The University has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA.

Directory Information at Notre Dame includes:

- (1) student name,
- (2) address (local and permanent),
- (3) personal telephone numbers,
- (4) e-mail address,
- (5) date and place of birth,
- (6) photograph(s) of student,
- (7) major field of study and class year at Notre Dame,
- (8) dates of attendance,
- (9) degrees and awards received,
- (10) the most recent previous educational agency or institution attended by the student,
- (11) participation in officially recognized activities and sports and
- (12) weight and height of members of athletic teams.

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the University assumes that the student does not object to the release of the directory information.

3) **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

4) **RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605, concerning any alleged failure by this institution to comply with FERPA.

5) **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the University's Office of the General Counsel.

If you have any questions or comments please call Lora Spaulding at 574-631-6967 or send e-mail to spaulding.l@nd.edu

GRADUATION RATE

Of the students entering a full-time, first-year, bachelor degree-seeking program in the fall of 2000, 96 percent graduated within six years.

The complete IPEDS Graduation Rate survey may be found in the Office of Institutional Research.