

# **Student Confidentiality**

## **The Family Educational Rights and Privacy Act (FERPA)**

Albany State University protects students' rights to privacy, and accords students all the rights under the federal law.

No one outside of the institution shall have access to, nor will the institution disclose any information from students' education records, without the written consent of students, except: to authorized personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act.

### ***According to FERPA student rights include:***

1. Right of Inspection of Records
2. Right to challenge records believed to be inaccurate
3. Right to consent to disclosure of personally identifiable records (with exceptions)
4. Right to file complaints of alleged violations of the aforementioned rights.

To review further information, visit or contact the Registrar's Office, Acad Building, Suite 287. Or, visit the Web site of the [Department of Education FERPA](#).

***RETENTION OF STUDENT ACADEMIC RECORDS*** (Commonly referred to as Education Records):

**The retention period for student academic records is permanent.**