

Office of Legal Affairs

Records Management & Requests

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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 schools that receive funds under an applicable program of the U.S. Department of Education.

In accordance with FERPA, Albany State University protects students' rights to privacy. 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.

ASU is fully committed to ensuring the privacy and protection of personal information of all students, including those enrolled in distance learning program, and does not share personal information gathered from distance education and/or on-campus/residential students. However, in some cases, the University may be compelled by the Open Records law to release information.

FERPA Resources

[ASU Academic Services & Registrar's Office](#)[ASU FERPA Authorization to Release Information Form](#)[US Department of Education](#)

For more information on FERPA, please contact The Office of Legal Affairs at (229) 430-0577 or The Office of Academic Services & Registrar at 229-430-4638 (East Campus) or 229-317-6204 (West Campus).

Questions:

For more information about Records Management & Requests, please contact The Office of Legal Affairs at (229) 430-0577.