



FERPA Annual Notification Statement

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of students' education records. FERPA affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age, therefore Computer Systems Institute considers an "eligible student" any student who is currently attending Computer Systems Institute or has been in attendance. FERPA does not apply to applicants who have been admitted but who have not actually been in attendance.

Student Rights under FERPA:

Eligible student(s) (further referred to as "Student(s)") have specific, protected rights regarding the release of their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day that Computer Systems Institute receives a written request for access.

To gain access, the student must submit a written request to the Registrar's Office, identifying the specific record(s) the student wishes to inspect. This request will be granted within 45 days. The student may ask for an explanation and/or copy of his/her "Education Record". Examination will be permitted under conditions that will prevent alteration or mutilation of the record. The Registrar's Office or designee will make arrangements for access and notify the student of the time and place where the requested records may be inspected. The student must present proper identification upon request. Documents submitted by or for the student in support of his/her application for admission or for transfer credit will not be returned to the student or sent elsewhere. Right of Access does not include financial records of parents or any information therein, "records" to which access has been waived by a student, and records not included in the FERPA definition of education records.

2. The right to request the amendment of the contents of an education record that the student believes is inaccurate, misleading, or otherwise in violation the student's privacy rights under FERPA. FERPA does not address issues involving assigned grades for academic work.

If the student believes his/her education record's content to be inaccurate, he/she may submit a written request to the record custodian for amendment of the record. The student should clearly identify the part of the record the student wants changed, and specify why it should be changed. Normally such matters will be satisfactorily settled in the course of informal discussion with the student within 45 days of the request. When this is not the case, Computer Systems Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Computer Systems Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by Computer Systems Institute in an administrative, supervisory, academic or research, or support staff position (including students employed with Computer Systems Institute as a part of Federal Work Study Program); a person or company (vendor) with whom Computer Systems Institute has contracted as its agent to provide a service instead of using Computer Systems Institute's employees or officials (attorney, auditor, collection agency, IT service provider, etc.); a person serving on the Board of Directors; an organization conducting studies for Computer Systems Institute for the purpose of assisting in accomplishing the Computer Systems Institute's mission; a volunteer serving Computer Systems Institute in a position requiring access to student records who performs an institutional service or



function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (including but not limited to a student serving on an official committee or assisting another school official in performing his or her tasks).

A school official has a legitimate educational interest if the official needs access to an education record in order to fulfill his or her professional responsibilities.

Upon request, Computer Systems Institute may disclose education records without consent to:

1. To officials of another school in which a student seeks or intends to enroll or is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer;
2. To appropriate persons in connection with an emergency if knowledge is necessary to protect the health or safety of a student or other persons;
3. To accrediting organizations to carry out their accrediting functions;
4. To federal, state or local education authorities as defined in FERPA regulations ("Federal and State Authorities") in connection with program evaluation, research, or data compilation of state or federally supported education programs. (See Possible Federal and State Data Collection and Use);
5. To organizations conducting studies for, or on behalf of, the school; and
6. In compliance with judicial order or lawfully issued subpoena, after Computer Systems Institute has made a reasonable effort to notify the student if the notification is not prohibited by the subpoena;
7. In connection with a student's request for financial aid (to determine the student's eligibility and/or the amount/conditions of aid or to enforce terms or conditions of the aid);
8. If a state law adopted before FERPA (November 19, 1974) requires disclosure and superseded FERPA.

Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which the student's education records and personally identifiable information (PII) contained in such records — including student's Social Security Number, grades, or other private information — may be accessed without student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to education records and PII without student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without student's consent to researchers performing certain types of studies, in certain cases even when the institution objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student's consent PII from education records, and they may track student's participation in education and other programs by linking such PII to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right to file with the Department of Education a complaint concerning alleged failures by Computer Systems Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202.



Directory Information

Directory information is defined by the Family Educational Rights and Privacy Act of 1974 (FERPA) as information contained in a student's education record "that would not generally be considered harmful or an invasion of privacy" if disclosed. Each institution has the right to define, within the limits of FERPA regulations, the data that it considers to be directory information.

Computer Systems Institute has designated the following information as directory information:

- Student Name
- Student Address
- Telephone Number
- Email Address
- Student ID number (in capacity of electronic identifier or displayed on a student ID card)
- Current Enrollment Status (number of enrolled hours, full-time or part-time status)
- Program of Study
- Student Photograph
- Honors, Awards, Certifications and Distinctions Received
- Dates of Attendance*

*Computer Systems Institute follows FERPA regulations' definition of dates of *attendance as the period of time during which a student attends or attended an institution*. Examples of "dates of attendance" include a academic year or a spring quarter. The definition does not include specific daily records of a student's attendance at an educational agency or institution.

Directory information may be disclosed from a student's education record without prior consent per FERPA regulations. Therefore, Computer Systems Institute may disclose appropriately designated "directory information" without student's written consent, unless the student requests in writing that it be kept confidential. Computer Systems Institute does not release lists of students or name-and-address labels to businesses or agencies that do not fall in the scope of definition of "school official with legitimate educational interests" listed above.

FERPA Block

Students who do not want their directory information to be released without their prior written consent must notify the Registrar's Office in writing within 30 days of the program start date listed on their Enrollment Agreement or within 30 days of receiving annual FERPA notification statement. Computer Systems Institute refers to this action as "FERPA Block."

For any student whose directory data is placed on "FERPA Block," Computer Systems Institute will:

1. state, "We can provide no information on that person" to any request for information;
2. refuse to release any information about the student to any non-institutional person or organization, including but not limited to family and relatives, current or future employers, insurance companies, media outlets, honor societies etc.;
3. omit student's name from Honor Roll listings and commencement program;
4. give no financial aid or personal information over the phone.

FERPA Block request should be carefully considered since it could have undesired results. Computer Systems Institute will honor the student's request to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, Computer Systems Institute assumes no liability as a result of honoring the student's written instructions that directory information be withheld.