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TO ALL PEPPERDINE UNIVERSITY STUDENTS
IMPORTANT INFORMATION CONCERNING YOUR
STUDENT RECORDS

Pepperdine University respects your right to privacy. In addition to the normal security procedures employed to protect your paper and electronic files, you should know about the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. 7 KH ULJKW WR LQVSHFW DQG UHYLHZ WKH VWXGHQV
the day the University receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar in the Office of Student Information and Services. The registrar will arrange for access and notify students of the time and place where students may inspect their records.

2. 7 KH ULJKW WR UHTXHVW DPHQGPHQW PRY#à y.± ù \$9T}ä 3ñ

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concerning alleged failures by the University to comply with the requirements of FERPA
The name and address of the office that administers FERPA

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-9202
Phone: 1-800-872-5327
E-mail: ferpa@ed.gov

In addition, FERPA allows universities to identify some student information as "Directory Information" and to disclose this information to requesting third parties without the consent of the student. Currently, directory information consists of: student's name, CWID number, address, telephone number, major field of study, enrollment status*, classification**, photograph, theses titles/topics, electronic mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational institution attended by the student.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information contained in such records including your Social Security Number, grades, or other private information may be accessed without your 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 access to your records and personally identifiable information without your 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 in which the principal is principally engaged in the provision of education," such as early childhood education and job training, as well as any program administered by an educational agency or institution (a) that is a

* Full-time, Parttime

** Freshman, Sophomore, Junior, Senior, Graduate