The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s records within 45 days of the day the University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place the records may be inspected. If the registrar does not maintain the records, the student will be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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 contained in your records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and head staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); school officials of one of the member colleges of the Claremont Colleges consortium; a person serving on the Board of Fellows; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Claremont Graduate University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office  
   U.S. Department of Education  
   600 Independence Avenue, SW  
   Washington, DC 20202-4605

**Directory Information**

The privacy of student files is and will always be scrupulously safeguarded. Claremont Graduate University will make public without prior student consent only certain “directory information.” This information consists of a student’s name, email address, major, field(s) of study, dates of attendance, and degrees or awards received. **A student who prefers that such directory information not be made public must fill out a “Restriction of Information Form” (available in the Registrar’s Office) prior to the published last day to add courses for the semester. The request for nondisclosure of directory information will remain in effect for one academic year.**