

## ANNUAL NOTICE TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student’s education records within 45 days of the day The University of Tennessee, Knoxville (“University”) receives the student’s request for access.** To exercise this right, a student should submit to the Office of the Registrar, Dean, Department Head, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.** A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University 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 can be found in the University’s [FERPA procedures](#).
- **The right to provide written consent before the University discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** The University 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 a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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; or a contractor, consultant, volunteer, or other outside party to whom the University has outsourced University services or functions that would otherwise be performed by University employees, the party is under the direct control of the University with respect to the use and maintenance of education records, and the party is subject to the same conditions governing the use and redisclosure of education records that apply to other school officials. 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 responsibilities to the University, including to conduct educational research. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Tennessee at Martin 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

400 Maryland Avenue, SW  
Washington, DC 20202-5901

- **The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent.** Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The University has designated the following as directory information: name; semester (local) address; permanent address; NetID; email address (University supplied); telephone number; classification; most recent previous educational institution attended; graduate or undergraduate level; full-time or part-time status; college; major; dates of attendance; degrees and awards; participation in school activities and sports; and weight and height. FERPA permits the University to disclose directory information without a student's consent unless a student notifies the Office of the Registrar in writing of his or her desire to restrict directory information from being published. The form for requesting a restriction on the disclosure of directory information can be found [here](#).

FERPA also permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Additional information about the University's FERPA policy and procedures can be found at <http://ferpa.utk.edu>.