



# California Institute of Integral Studies

## Policies, Procedures and Documents:

### **Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of records maintained by educational institutions about their students. This gives students the right to:

- Access the records directly related to themselves (by submitting a written request to the Registrar's office)
- Request a hearing to challenge the records on the grounds that they are inaccurate, misleading, or inappropriate
- Require that the Institute have written permission from the student in order to release any information about that student other than directory information

“Directory information” is information considered generally benign if disclosed. CIIS has identified the following as “directory information”:

- student's name,
- address,
- email address,
- phone number,
- photograph,
- program of study,
- program entry and exit dates,
- participation in official CIIS activities,
- and degree and award(s) received.

If you do not want your directory information disclosed, submit a Directive to Prevent Disclosure of Directory Information form, available in the Registrar's Office.

FERPA allows the Institute to disclose both directory and nondirectory information without the student's consent to CIIS education officials who have a legitimate education interest in this access. “Educational officials” are people who have responsibilities in connection with the Institute's academic, administrative, or service functions. “Legitimate education interest” means they have reason for using the records to fulfill their professional responsibilities. FERPA also allows the institute to disclose student records to the following:

- Schools to which a student is enrolled or intending to enroll
- Specific Institute officials or contracted agents for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the Institute
- Accrediting organizations
- Those who have submitted a judicial order or lawfully issued subpoena
- Appropriate officials in cases of a health or safety emergency
- The Comptroller General of the U.S., the Secretary of Education, the U.S. Attorney General, the Department of Homeland Security, the Department of Immigration and



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- Customs Enforcement, and the Department of Veterans Affairs
- Other people and organizations as defined by current FERPA regulations

Students have a right to file a complaint with the U.S. Department of Education about alleged failures of the Institute to comply with the requirements of FERPA. Students may address complaints to:

Family Policy Compliance Office  
U .S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

For more information, access the FERPA website  
(<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).