



## University Registrar

May 11, 2023

Attention Fresno State Students:

This is a summary of your rights under the Family Educational Rights and Privacy Act ([FERPA](#)), the federal law that governs students certain rights with respect to student education records.

These rights include:

### **Right to inspect and review**

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Students have rights to inspect and review their education records within 45 days from making such a request. A student should submit a written request to the University Registrar, that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

### **Right to amend**

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Students also have the right to request an amendment to their education records; asking the University to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students need to submit such requests, in writing, to the University Registrar and must clearly identify the part of the record they want changed; specify why it is inaccurate or misleading. If the office decides against amending the record as requested by the student, the office will notify the student of the decision in writing and advise the student of his or her right to a hearing regarding the request for amendment.

### **Disclosure**

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Students have the right to provide written consent before Fresno State discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosures without consent.

Fresno State 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 includes a person employed by Fresno State in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Fresno State who performs an institutional service of 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, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A

school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Fresno State.

Only Directory Information (defined below) may be released to non-University officials without the student's permission, unless the student chose not to disclose their directory information. Students have the right to ask Fresno State not to disclose any of their Directory Information by completing a "Request to Restrict Directory Information" form, available by the Office of the University Registrar.

Fresno State has designated the following information as directory information and may release this information, unless the student has submitted a request for non-disclosure: Name; Major, field of study; Student photo; Participation in officially recognized University sports and activities; Weight and height of members of athletic teams; Enrollment status (undergraduate or graduate, full-time or part-time); Transcribed degrees, awards and honors (including dates) received at California State University, Fresno; and The most recent educational institution attended.

**IMPORTANT NOTE:** Fresno State utilizes Zoom Phones on-campus. If you choose to include personal information (i.e. personal email, cell phone) on your Zoom profile it may appear in search functions to all Fresno State Zoom Phone users, including other students.

## Complaint

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You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Fresno State to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

If you have any questions related to your Fresno State student record and FERPA rights, please contact our office by phone **559.278.4743** or email [fsregistrar@mail.fresnostate.edu](mailto:fsregistrar@mail.fresnostate.edu). You can also view Fresno State's full policy on FERPA [here](#).