



Education records do not include:

Registrar will only provide the student's name, address (campus building only), campus telephone listing (if any), Seattle University e-mail address, age (or year of birth), level of education (e.g., freshman, sophomore, junior, or recent graduate), and mail a student's request to withhold directory information has been processed prior to receipt of the list request, the student's information will be excluded.

### Disclosure of Information

The University will not disclose personally identifiable information, other than directory information, from a student's education records without the student's written consent under circumstances permitted by FERPA which generally are:

- 1) to school officials with a legitimate educational interest;

A "school official" is:

- x a person employed by or under contract with the University in an administrative, supervisory, academic, research, or support staff position;
- x a person serving on the Board of Trustees;
- x a person or firm retained by the University to perform professional services, such as legal services or accounting or auditing services; or
- x a person or company under contract with the University to manage or perform operations functions, such as food services, the bookstore, Campus Card, or food and beverage vending.

A school official has a "legitimate educational interest" if the official is:

- x performing a task that is specified in his or her position description or by a contract;
- x performing a task related to a student's education;
- x performing a task related to the discipline of a student; or
- x providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

- 2) to officials of other educational institutions in which students seek to enroll;
- 3) to persons or organizations providing students with financial aid;
- 4) to accrediting agencies carrying out their accreditation functions;
- 5) to authorized representatives auditing and evaluating federal and state supported programs;
- 6) to organizations or firms conducting studies on behalf of the University or other educational institutions;
- 7) to either of two parents when at least one parent has established the student's status as a dependent according to Section 152 of the Internal Revenue Code;

- 8) to the legal guardian of a student when the guardian has established the student's status as a dependent according to Section 152 of the Internal Revenue Code;
- 9) to a parent or legal guardian when a student under the age of 21 has admitted disciplinary violation with respect to the use or possession of alcohol or a controlled substance;
- 10) to comply with a judicial order or subpoena (unless the subpoena is signed by a grand jury or issued for law enforcement purposes, the Office of the Registrar will make reasonable efforts to notify the student);
- 11) to the court in the event of legal action between the University and the student;
- 12) to persons, as described by state law, serving a juvenile student within the juvenile system, who first certify in writing that the information will not be disclosed to any other party without the prior consent of the parent/legal guardian or student;
- 13) the final results of a disciplinary hearing to an alleged victim of a crime of violence;
- 14) the final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the University's rules or policies; or
- 15) to persons in connection with a labor safety emergency

#### Drug and Alcohol Violations: Parental Notification Without Student Consent

The Vice President for Student Development, or designee, has the authority to determine when and by what means to notify parents or legal guardians, without a student's consent, when a student under the age of 21 is found to have violated any law or University rule or policy related to the possession, use, or distribution of alcohol or controlled substances.

The Vice President for Student Development, or designee, may choose to disclose information regarding drug or alcohol violations to parents or legal guardians without a student's consent when:

- 1) the violation involved harm or threat of harm to the student, other persons, or property;
- 2) the violation involved an arrest in which the student was taken into custody;
- 3) the violation resulted in or could result in the student being suspended or dismissed from the University or from University housing;
- 4) the student has shown a pattern of behavior or violations that indicate a potential alcohol or drug problem; or

- 5) the student who committed the violation became physically ill or required medical intervention resulting from the consumption of alcohol or the use of controlled substances.

The Vice President for Student Development, or designee, may delegate to other University officials the notification of parents or legal guardians. Whenever possible, a student will be informed that disclosure to parents is planned in advance of the student's receiving the notice.

Nothing in these guidelines prevents University officials from disclosing information in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

#### Consent to Disclosure of Information

Except as provided by FERPA, a student must provide a signed and dated written consent before the University will disclose personally identifiable information from the student's education record. The written consent must (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or class of parties to whom the disclosure may be made. Consent forms are available in the Office of the Registrar online at <http://www.seattleu.edu/redhawkis/>.

#### Records of Requests for Disclosure

The University will maintain a record of all requests for disclosure of information from a student's education records, except as provided by FERPA. The record will include the name of the party making the request, the date of the request, the records requested, and the date of the response.

Students have the right to review and inspect all education records in their file

- 1) financial information submitted by their parents;
- 2) confidential letters and recommendations associated with admissions, honors,

statement with the contested part of the record as long as the record is maintained, and whenever it discloses the portion of the record to which the statement relates, the statement complies with it.

The University will provide copies of education records if circumstances effectively prevent a student from exercising his or her right to inspect and review education records. Students who receive a copy of their education records must pay a reasonable charge for the copies unless the copy charge effectively prevents the student from exercising the right to inspect and review records.

### Right of Complaint

A copy of the full text of FERPA is available in the Office of the Registrar.

Students who believe the University is not complying with the requirements of FERPA or the regulations issued by the Department of Education implementing FERPA may file complaints in writing with:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605  
(202) 732-1807

The University may amend these guidelines from time to time. Students will be notified of any amendments to these guidelines through their University e-mail accounts and the amendments will be effective as of the first business day following the transmission of e-mail.

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