

## Privacy and Rights

In order to maintain a safe and productive learning environment and to comply with necessary legal mandates, Pacific Islands University has formulated the policy listed below.

### Notice of the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 was established to protect the privacy of student educational records.

Only certain employees of Pacific Islands University, acting individually or collectively in the educational interest of the student, are allowed access to educational records.

When the collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials.

Except as allowed and required by law, no personally identifiable information from a student's educational record will be disclosed to any third party (including parent, spouse or other students) by an official or employee of the University without prior written consent of the student. This will be accomplished through the use of a **Directory Information Release Form** and/or an **Educational Records Release Form**.

### *Release of Information*

The following is considered "**Directory Information**" at Pacific Islands University and will be made available to the general public unless the student notifies the Office of the Registrar in person:

<ul style="list-style-type: none"><li>• Name</li><li>• Home address</li><li>• Telephone number</li><li>• Email address</li><li>• Photograph</li><li>• Date and place of birth</li><li>• Major field of study</li><li>• Participation in officially recognized sports and activities</li><li>• Weight and height of athletes</li></ul>	<ul style="list-style-type: none"><li>• Class level</li><li>• Enrollment status</li><li>• Degrees conferred</li><li>• Dates of conferral</li><li>• Honors and awards received at PIU</li><li>• Dates of enrollment</li><li>• Graduation distinctions</li><li>• Institution attended immediately prior to admission</li></ul>
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This **Directory Information** includes records, files, documents, and other materials, on paper or held electronically, that contain information directly related to a student and are maintained by Pacific Islands University or by a person acting for the University.

A second type of student information is described as “**Educational Records**”. These are protected by FERPA and Pacific Islands University. The student’s **Educational Records** include but are not limited to: grades, class lists, student course schedules, disciplinary records, student financial records and payroll records for employees who are employed as a direct result of their status as students (e.g. work study, assistantship, resident assistant).

The **Office of the Registrar** is the only authorized agent for releasing student information.

Students may request that all items identified as **Directory Information**, **except their names**, be withheld and considered restricted information. To withhold **Directory Information**, written notification must be received in the Office of the Registrar prior to the end of the normal office hours, of the final day of Add/Drop (Schedule Adjustment) for the semester or session in which the withholding is to begin. Once students have requested the withholding of **Directory Information**, the request will be honored for one current school year (Fall, Spring, Summer) until they file a request to reinstate the permission to release **Directory Information**.

According to the law, a person becomes a student for purposes of FERPA when he or she is “**in attendance**” at the institution. This includes attendance in person or remotely by videoconferencing, satellite, Internet, or other hybrid electronic or telecommunications technology. At PIU, we define a student as someone **currently or previously enrolled** in any academic offering of the University. This does not include prospective students or applicants to any academic program of the University.

PIU recognizes that FERPA becomes effective on the first day of classes for those newly admitted students who have scheduled at least one course. A student who accepted an admission offer but did not schedule at least one course, or a newly admitted student who canceled his or her registration either before or after the semester begins, **is not covered by FERPA**.

### ***Right of Review***

Under FERPA, students have the right to review and inspect the educational records maintained by Pacific Islands University. The University follows a procedure which provides the student the opportunity to challenge information deemed inaccurate, misleading or otherwise in violation of that student’s privacy or other rights and may request an amendment to the offending record.

Students may file a complaint with the U.S. Department of Education concerning an alleged failure of PIU to comply with the requirements of FERPA. A copy of the University’s FERPA policy is available at the Office of the Registrar.

Office of the Registrar  
172 Kinney’s Road  
Mangilao, GU 96913  
Phone: 671-734-1812

The Family Policy Compliance Office  
U.S. Department of Education  
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