

Family Educational Rights and Privacy Act

All requests for records should be made in writing to: Bryan University Online; 350 W. Washington St., Suite 100; Tempe, AZ 85281.

Bryan University protects the privacy of student education records pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA gives eligible students certain rights with respect to their education records, including:

1. **The right to inspect and review the student's educational records upon request.**

Eligible students can email the Registrar's office at registrar@bryanuniversity.edu to receive the necessary request form. Completed requests will be processed within 10 working days of receipt.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students must submit a written request to appeals@bryanuniversity.edu detailing what the student wants changed and why the student believes the information is inaccurate or misleading. If the University decides not to amend the record, the student will be notified in writing of the decision and the student's right to a hearing. The student is entitled to a hearing in person, by telephone, or by videoconference, as selected by the student, with the Executive Director of Undergraduate Studies if the student submits a hearing request within 10 business days of receipt of the written notification of the University's denial of the requested amendment. The Executive Director of Undergraduate Studies will render a written final decision that will be provided to the student within 10 business days of the hearing. If a hearing is held and the University maintains its decision not to amend the record, the student has the right to provide a statement about the contested information that will be included with the student's education record.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable (see "Directory Information" and "Access Without Student Consent" sections below).**

The University may neither release nor disclose personally identifiable information contained in the student's records to outside employers, agencies, or individuals without first securing a written release from the eligible student, unless permitted by the law.