STUDENT RECORDS-RIGHT TO PRIVACY

Notice to Students Regarding Privacy of Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380), as amended, Oregon Revised Statutes 351.065, and Oregon Administrative Rule 580-013-0005 of the State Board of Higher Education afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university 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 university official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record that the student believes are inaccurate or misleading. Students should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of the personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including health staff and members of the Law Enforcement Unit); a person or company with whom the university has contracted; a person or company acting as consultant or volunteer for the university; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oregon State University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
1-800-USA-LEARN (1-800-872-5327)

Website: https://www2.ed.gov/policy/gen/guid/fpco/index.html

Revised directory information effective May 2014: Oregon State University will provide the following 'directory' information to all inquiries without students' written consent:

- student's name
- current mailing address and telephone number
- current OSU ONID email address
- campus office address
- class standing (e.g., freshman, sophomore, etc.)
- student level (undergraduate, graduate, etc.)
- college
- major field of study
- honors
- full-time or part-time enrollment status
- status as a graduate teaching assistant or graduate research assistant and hours of service.
- participation in officially recognized activities and sports
- dates of attendance
- anticipated graduation date
- degrees and awards received
- date(s) of degree(s)
- most recent previous educational institution attended by student

A student may request in writing that all of the above directory information be kept confidential. This option may be exercised by filing a written, dated, and signed request at the Office of the Registrar at any time. The restriction remains in effect until revoked by the student even if the student leaves the university or graduates.

The procedures for exercising the above rights are explained in Oregon Administrative Rules 576-020-0005 through 576-020-0065.

Release of Student Information to Military Recruiters (Solomon Amendment)

Oregon State University provides information about students that is requested by military recruiters under requirements of the Solomon Amendment (As of Oct. 23, 1998 [63 Fed. Reg. 56819] and the Interim Rule published Jan. 13, 2000 [65 Fed. Reg. 2056] by Department of Defense). Under this federal law military recruiters may request the following information: Name, current mailing address (as provided by the student) including email address, current telephone number (as provided by the student), age, class level (e.g., freshman, sophomore, etc.), and academic major. The information may be requested for the immediately previous term, current term, or future term for all students age 17 and older who are or were registered at OSU for at least 1 credit in the requested term. Recruiters may request this information each term. Recruiters may not obtain any information that is not in the above list of student recruiting information. For example, they may not request any of the following: Social Security Number or ID Number, place of birth, race/ethnicity/nationality, grades and GPA, grades of low-performing students, religious affiliation, names of students with loans in default, veteran status, or names of students no longer enrolled at OSU. Institutions that do not comply with the Solomon Amendment risk losing federal funding from the departments of Defense, Education, Health and Human Services,

Website: https://ww2.ed.gov/policy/gen/guid/fpco/index.html
Labor, and Transportation. Institutions do not risk losing student-aid funding such as Perkins Loans, Federal SEOG or Work-Study funds.

**Use of Social Security Number (SSN)**

You are requested to provide voluntarily your Social Security Number to assist OSU (and organizations conducting studies for or on behalf of OSU) in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instructions; internal identification of students and alumni; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, OSU will disclose your Social Security Number only in a manner that does not permit personal identification of you by individuals other than representatives of OSU (or the organization conducting the study for OSU) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security Number, you are consenting to the use identified above. This request is made pursuant to ORS 352.004, ORS 352.107, and ORS 352.146. Provision of your Social Security Number and consent to its use is not required and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent to the use of your Social Security Number at any time by contacting:
Office of the Registrar, Oregon State University, Corvallis, OR 97331-2130; 541-737-4331.

All access and use at Oregon State University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance, and reporting.

**Students Rights to Privacy of Records Tutorial (FERPA)**

A brief online tutorial that explains students’ rights may be viewed at [http://registrar.oregonstate.edu/ferpa-training-module](http://registrar.oregonstate.edu/ferpa-training-module/).

**OSU Directory**

The OSU Campus Directory is a directory of staff and student names, addresses and telephone numbers. This information is extracted at the end of the second week of the fall term and is published annually and posted on the OSU website. To find students, faculty and staff, use the Search box for Find people and pages or go to [http://directory.oregonstate.edu/](http://directory.oregonstate.edu/).

Students who do not want information to be included in either the printed or electronic version should indicate that in their Directory Profile on the Web before the end of the second week of fall term. Just log in to MyOSU at [https://myosu.oregonstate.edu](https://myosu.oregonstate.edu) and under Update Personal Profile select OSU Directory Preferences, then follow the instructions on that page.

**Student Photo Roster**

Getting to know students is an important means by which instructors and advisors can improve the quality of the learning environment.

**Accessing Student Photo Roster System:**

1. Login to MyOSU at [https://myosu.oregonstate.edu](https://myosu.oregonstate.edu).
2. Under Update Personal Profile, select OSU Directory Preferences.
3. Check or uncheck the checkbox ‘Photo Viewable to Advisor’.  
4. Check or uncheck the checkbox ‘Photo Viewable to Instructor’.
5. Click the ‘Submit Changes’ button to update your Directory Profile.

To view your choices regarding opting in or out of the Student Photo Roster System, please view it online using the instructions above.

Selecting the ‘opt in’ option for instructors means that all instructors of record associated with the student’s current classes will be able to view the photograph.

Students can change their minds at any time.