

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records, including those stated below. The rights afforded to, and consent required of, parents under this Act transfer from the parents to the student once the student becomes eligible.

1. Online student records are maintained for a minimum of 6 years from the end of the award year aid was last awarded or award year you last attended. Onsite student records are retained for a minimum of 5 years from the end of the award year aid was last awarded or award year you last attended. Academic transcripts are maintained indefinitely.
2. You have the right to inspect and review your education records during normal school hours with an appointment within 45 days of the day the Office of the Registrar receives a written, dated request for access. You are not permitted to inspect or review confidential student guidance notes maintained by the University, nor financial records, including any information those records contain, of your parents or guardians.
3. You have the right to request the amendment of education records that you believe are inaccurate, misleading, or a violation of privacy. To request amendment of an education record, submit a written, dated request to the Office of the Registrar, clearly identify the part of the record you want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the University decides not to amend the record, you will be notified of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.
4. You have the right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The University may neither release nor disclose personally identifiable information contained in your education records to outside employers, agencies, or individuals without first securing a written release from you or your parent, as applicable, unless permitted by the Act. If you consent to allow the disclosure of personally identifiable information contained in your education records, you may also revoke your consent, in writing, with respect to any actions occurring after such revocation. For more information about authorizing a chosen third party to access your education records, please contact your Student Advisor. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff, or a person or company with whom the University is affiliated or has contracted such as an attorney, auditor, or collection agent. The University can designate approved third parties as school officials. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Inspection/Review of Academic Records

If you are a current or former student and wish to inspect or review part of your academic record, other than standard transcript information, you must make a request in writing in an administrative email or a letter sent to:

Office of the Registrar  
Concord Law School at Purdue University Global  
2550 Northwestern Avenue, Suite 1100  
West Lafayette, IN 47906  
Fax: 800.588.4127

The request must identify specifically which record(s) you wish to inspect and whether the inspection of the records will be in person at Concord's Office of Academic Administration in Los Angeles or by receipt of a copy by U.S. mail. If any portion(s) of the academic record requested for review are maintained in electronic format, they will be made available in printed form, in general, or offered by the relevant software application.

### Requesting a Review in Person

To request an in-person review, you must suggest the date and time for the review with a minimum of 10 days advance notice. Reviews must take place during the normal business hours of the Office of Academic Administration.

### Requesting Copies by Mail

Requests for copies will be answered within 45 days of receipt of the request and are normally sent by U.S. Priority Mail, Certified, Return Receipt Requested. Other methods of delivery are available upon request. You must pay in advance a fee to cover the cost of copying and delivering the documents.

Requests for amendments to any academic records must be made in writing as set forth above. If Concord declines to amend the academic record, a reason will be provided in writing. This decision may be reviewed using the Problem Resolution and Grievance Procedures (<https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-services/problem-resolution-grievance-procedures/>).