The FERPA Rights of Students are:

1. **The right to inspect and review your educational records.**
   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. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
   All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied. You should write to the college official responsible for the record. Clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

2. **The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading.**
   You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
   If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. **The right to consent to disclosure of personally identifiable information contained in your educational records, except to the extent the FERPA authorizes disclosure without consent.**
   One exception with permits disclosure without consent is disclosure to college officials with legitimate educational interest. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee or assisting another college official in performing his or her task.
   A college official has a legitimate educational interest in access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

   Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

4. **You may appeal the alleged denial of FERPA rights to the:**
   General Counsel and Vice Chancellor for Legal Affairs
   The City University of New York
   535 East 80th Street
   New York, NY10021

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.** The name and address of the office that administers FERPA are:
   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue. SW
   Washington, D.C. 20202-4605