

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day NAA received a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate officials, a written request that identifies the record(s) the student wishes to inspect. The NAA 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 NAA official to whom the request was submitted, that 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 records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NAA to amend a record should write the NAA official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed.

If NAA decides not to amend the record as requested, NAA will notify the student in writing of the decision.

3. The right to provide written consent before NAA discloses personal identity information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. NAA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by NAA in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom NAA has contracted as its agent to provide a service instead of using NAA employees or officials (such as an attorney auditor, or collection agent); 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 his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for NAA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NAA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC20202-5901*