



ROBERT MORRIS UNIVERSITY

A LEADER IN NOT-FOR-PROFIT EDUCATION

FERPA

Family Educational Rights & Privacy Act (FERPA) [99.7]

In compliance with the Family Educational Rights and Privacy Act of 1974, Robert Morris University protects the rights of students with relation to the accuracy and privacy of their educational records. In accordance with the provision of this Act, Robert Morris University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student in writing.

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student.

Robert Morris University will generally release certain directory information pertaining to its students to the public. This information could include the following: name, address, phone listing, program, dates of attendance, degree earned, photograph, post-graduation employer and job title, participation in activities, recognition received, and the most recent post-secondary institution attended by the student. If this information should not be released, the student must notify the Student Information Department in writing.

Records kept by the Student Information Department and accessible to students are: name, address, (local, permanent, international), grades, academic transcript, transfer credit evaluation, credit by examination or experiential learning, and registration documents. RMU can provide an eligible student with copies of education records, or make other arrangements. Under FERPA, RMU can provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. Students must show a valid university ID or valid photograph ID in order to review these documents. Many concerns can be handled by appointment. Appeals for requesting an amendment to the student's education record can be made in the Student Information Department.

For more information, see the Student Handbook, the University's website at robertmorris.edu/financialaid/information/privacy or contact the Dean of Student Information.