



Presidencia

## UNIVERSIDAD CENTRAL DE BAYAMÓN

PO Box 1725, Bayamón, P.R. 00960•1725 • Phone (787) 786•3030 • Exts. 2001•2002 • Fax. (787) 740•2200

### NOTICE OF RIGHTS UNDER FERPA

#### FERPA

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and students over 18 years of age (referred to as "eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's record within 45 days of the date of the request for access.
2. The right to request an amendment to a record that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to institutional officials with legitimate educational interests. An institutional official is an employee of the University in an administrative, supervisory, instructional, or support staff capacity (including health and safety personnel); a person serving on the Academic Council; a person or company with whom the institution contracts to perform a particular function (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institutional official in the performance of his or her duties. An official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Universidad Central de Bayamón, in compliance with the *Family Educational Rights for Privacy Act (FERPA)* or *Buckley Amendment* of 1974, is committed to protect the privacy of academic records regardless of the methodology of the course. For this reason, it establishes procedures for requesting documents, requesting review, and requesting changes to education records, which are outlined later in this document. FERPA protects the confidentiality of student records, whether they are academic, personal or electronic. The institution is the custodian of the records, which means that no information about what is contained in the records will be provided to anyone who is not authorized in writing and properly identified by the student.

#### **The procedure for requesting transcript documents will be as follows:**

##### **A. If the student is the one requesting the information, the student must:**

1. Submit a letter or form (designed for that purpose) to the Registrar Office specifying the documents you wish to request and the purpose of use of such documents.

2. Present your ID card and/or student number as identification and evidence of being or having been a UCB student.

**B. If it is any other person authorized by the student, the student must:**

1. Submit a letter drafted and signed by the student, where he/she authorizes and identifies the person making the request, and in which the purpose of use of the requested documents is established.
2. The applicant must present a photo identification.

FERPA guarantees students certain rights with respect to their education records. Students may inspect and review their education records, request changes to their education records regarding identified inaccurate information that can be supported by substantial evidence, and have access to personally identifiable information contained in the records.

**The procedure for requesting a transcript review is as follows:**

- A. The student interested in requesting a review of his or her academic record must submit to the Registrar's Office a letter indicating his or her interest in inspecting his or her academic record. The letter should state the reasons for the inspection.
- B. The Registrar's Office will notify the student when and where he/she will be able to inspect his/her file.
- C. The inspection must be conducted within 45 days of the day the University received the request.
- D. The student must present his/her ID card with student number or any other valid photo ID and evidence of being or having been a UCB student.

**The procedure for requesting changes to transcripts due to incorrect information is as follows:**

- A. To request changes to transcripts, the student must first have requested a review of the transcript.
- B. Once the review process is completed, and if an error is found, the student must submit a letter to the Registrar's Office indicating his/her interest in a change in the information that appears on the transcript. The letter must specify the error and provide the correct information. It is recommended that he/she show some document to support his/her request, some evidence that the information he/she provides is correct.
- C. If the Registrar's Office decides not to make the correction in the student's record, it will notify the student of its decision indicating the reasons and his/her right to request

an appeal before the President. The student will also be informed of the procedures for such appeal.

The student has the right to file a complaint with the Federal Department of Education concerning alleged failures to comply with FERPA.

The complaint must be filed at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue S W  
Washington, DC 20202-4605**

rev. 2023