

G·I·A·L

Annual Notification to Students

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

1. The right to inspect and review the student's education records within 45 days of the day GIAL receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place for the student to inspect the records. If the Registrar does not maintain the records, he 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 are inaccurate or misleading. Students may ask GIAL to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If GIAL decides not to amend the record as requested by the student, GIAL will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure 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 school officials with legitimate educational interest. A school official is defined as a member of GIAL's administrative, supervisory, academic, research, or support staff; a person or organization employed by or under contract to GIAL to perform a special task, such as an attorney or an auditor; a person or organization acting as an official agent of GIAL and performing a business function or service on behalf of GIAL, such function or service being one that GIAL normally would perform itself; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her professional responsibilities (i.e., work study); or a member of the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to perform an appropriate task that is specified in his or her position description or by a contract agreement; perform a task related to a student's education or discipline; or perform a service or benefit relating to a student such as health care, counseling, financial aid, or job placement. Upon request, GIAL discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by GIAL to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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Notice Concerning Disclosure of Directory Information

TO: All Students

RE: Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that GIAL, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. By law, GIAL may disclose appropriately designated "Directory Information" without written consent, unless you have advised GIAL to the contrary in accordance with GIAL procedures. No other student information is released to non-institutional personnel without your written consent unless otherwise permitted by federal law.

The primary purpose of directory information is to allow GIAL to include information from your education records in certain publications and to release this information to a non-institutional third party. Directory information is defined as information that would generally not be considered harmful or an invasion of privacy if disclosed. At its discretion, GIAL may provide directory information to outside parties or organizations without a student's prior written consent. Directory information may be released in printed, electronic, or other form without prior consent of the student unless the student has requested that this information be withheld from public disclosure by informing the Registrar in writing.

Designated directory information at GIAL includes the following:

- Student's name
- Local address
- Local telephone number
- Electronic mail address
- Major field of study
- Classification (e.g. MA or Certificate)
- Enrollment status (graduate, undergraduate, part-time, full-time)
- Dates of attendance
- Degrees, honors and awards received
- Photograph of the student

If you do not want GIAL to disclose directory information from your education records without your prior written consent, **notify the Registrar in writing, preferably within the first week of your enrollment.**

You can obtain a **Student Request to Withhold Directory Information** from the Registrar to notify GIAL of your request to prevent the disclosure of directory information.

You have the right to block the release of directory information. This will mean that GIAL will not release information without your consent and you will not be listed in any public directory. Any requests for directory information from non-institutional persons or organizations will be refused. They will not be able to find information about you through GIAL. This could make it difficult for friends, classmates or relatives to reach you. Loan companies and prospective employers will be informed that GIAL cannot verify your attendance. GIAL does not assume liability for the effects upon you that may result from withholding information and honoring your instructions. GIAL will only remove your confidential classification with your signed authorization to rescind that classification.