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## Annual Notice

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Notification of Student Rights and Directory Information are listed below. Additional information regarding FERPA is provided at the following site:

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

### Notification of Student Rights

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

**1. The right to inspect and review the student's educational record within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, dean, and head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the University 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 are inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University 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 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 school officials with legitimate educational interests. A school official is a person employed by the University 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 the University has contacted (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 or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

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

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia College & State University 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  
600 Independence Avenue, SW  
Washington, DC 20202-460

### Notice of Directory Information

"Directory Information" is information not generally considered an invasion of privacy if disclosed. North Georgia College & State University considers the following information to be "Directory Information": Name, address and telephone number; Level (undergraduate and graduate); Major Fields of Study; Full-time or Part-time status; Dates of attendance; Degrees and dates awarded.

"Directory Information" **does not** include GPA, grades, country of citizenship, race/ethnicity, gender, schedule, student identification number or social security number.

Students who wish to request nondisclosure of "Directory Information" should submit a completed [Request for Non-Disclosure](#) form to the Registrar's office.

### Update regarding Consolidation

For the duration of the consolidation process, UNG recognizes Gainesville State College as a school official and may disclose information from a student's education records to a person employed by either institution who has legitimate educational interests and when the disclosed information is essential for the performance of his or her professional responsibilities.

### Important Dates

#### June 3

First Short Session  
Withdrawal Deadline

#### June 12

Summer Graduation  
Application Deadline

#### June 17

Last Day of Classes - First  
Short Session

#### June 24

Full Session Withdrawal  
Deadline

#### June 24

Classes Begin - Second Short  
Session

#### June 24-25

Add/Drop - Second Short  
Session