



Albany College of Pharmacy
AND HEALTH SCIENCES

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review your student education records within 45 days of the day Albany College of Pharmacy and Health Sciences (ACPHS) Registrar 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 where the records may be inspected. ACPHS will respond to reasonable requests for explanations and interpretations of the records.

(2) The right to request an amendment of your student education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. FERPA, however, only allows students to challenge and correct "ministerial errors" in their records, not to bring substantive claims regarding the reasons for a particular notation having been made. Students may ask ACPHS to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading by writing to the Registrar. If ACPHS decides not to amend the record as requested by the student, ACPHS 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 your student education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to ACPHS officials with legitimate educational interests. An ACPHS official is a person employed by ACPHS in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom ACPHS has contracted (such as the College's food service providers, the Bookstore, a database provider, an attorney, auditor, security personnel or collection agent or an enrollment or degree verification service, and includes the National Student Clearing House, the New York State Board of Pharmacy and similar licensing authorities, the National Association of Boards of Pharmacy and National Association of Boards of Pharmacy Foundation and NAPLEX); iParadigms, LLC developers of Turnitin; a person serving on the Board of Trustees of ACPHS; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another ACPHS official in performing his or her tasks. An ACPHS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional or job responsibilities. Also, FERPA authorizes disclosure to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

(4) The right to refuse to permit the designation of any or all of the following categories of personally identifiable information, hereafter “directory information,” which is not subject to the above restrictions on disclosure and may be disclosed by the College at its discretion:

- a. name and campus e-mail address
- b. city, town or village and state or country of residence
- c. class, anticipated date of graduation, major field of study, including the college, division, department, or program in which the student is enrolled
- d. participation in officially recognized activities and sports
- e. weight and height of members of athletic teams
- f. the most recent educational institution attended and previous educational institutions attended and dates of graduation therefrom
- g. honors and awards received, including selection to a Dean’s list or honorary organization,
- h. photographic, video or electronic images of students taken and maintained by ACPHS
- i. marital status and spouse’s name
- j. parents names and city, town or village and state or country of their residence

Any student wishing to exercise this right must inform the ACPHS Registrar in writing, by completing a form available in the Registrar’s office, within two weeks of the date you receive this notice, of the categories of personally identifiable information which are not to be designated as directory information with respect to that student.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACPHS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
Phone: (202) 260-3887

Tarun B. Patel
Provost/Vice President of Academic Affairs
Albany College of Pharmacy and Health Sciences
106 New Scotland Avenue, Albany, New York 12208
Phone: 518-694-7337, Fax: 518-694-7294
Email: tarun.patel@acphs.edu