

CAMPBELL UNIVERSITY, INCORPORATED

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
STATEMENT**

Updated Effective: January 2018

INTRODUCTION

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, (FERPA) is a Federal law that protects the confidentiality of student information. More specifically, FERPA protects personally identifiable information in students' education records from disclosure without written consent from the parent or the "eligible student" (that is, a student who is 18 years of age or who is attending a post-secondary institution) unless an exception to the consent requirement applies.

FERPA also gives students the right to inspect and review their education records; to seek amendment of education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA allows disclosure without consent; and to file a complaint under FERPA with the United States Department of Education for alleged failures to comply with FERPA requirements.

The purpose of this Statement is to notify students at Campbell University (the University) of their rights under FERPA and its regulations. This Statement does not create legal obligations greater than those required by FERPA. This Statement also does not take into account measures Campbell University might employ with respect to State laws or other Federal laws.

This Statement is generally effective January 2018, may be updated from time to time as determined necessary by Campbell University, and may be amended retroactively.

KEY DEFINITIONS

"Alleged perpetrator of a crime of violence" means a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses: arson; assault; burglary; criminal homicide; manslaughter by negligence; criminal homicide; murder; non-negligent manslaughter; destruction, damage, vandalism of property; kidnapping/abduction; robbery; and forcible sex offenses.

"Alleged perpetrator of a non-forcible sex offense" means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest.

"Attendance" means (a) attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and (b) the period during which a student is working under a work-study program.

"Biometric record," as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

“Dates of attendance” means the period of time during which a student attends or attended Campbell University. Examples of dates of attendance are an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance.

“Directly related record” means a record that contains personally identifiable information about a student.

“Disclosure” means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

“Conduct hearing” means the investigation, adjudication, or imposition of sanctions by Campbell University with respect to a violation of the internal rules of conduct applicable to students of Campbell University excluding Title IX records.

“Education Records” means those records that are directly related to a student and that are maintained by Campbell University or by a party acting for Campbell University.

“Final results” means a decision or determination, made by the Student Conduct Committee. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by Campbell University against the student.

“Institution of postsecondary education” means an institution that provides education to students beyond the secondary school level; secondary school level means the educational level (not beyond grade 12) at which secondary education is provided as determined under State law.

“Law enforcement unit” means any office, department, division, or other component of the Harnett County Sheriff's Office that is officially authorized or designated to (i) enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against any individual or organization other than the agency or institution itself; or (ii) maintain the physical security and safety of Campbell University. This definition includes the Campbell University Campus Safety Office. The Campbell University Campus Safety Office does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the University, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or conduct hearing against a student.

“Maintained” means a record in the possession, custody, or control of Campbell University or any employee or agent of Campbell University.

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Campbell University gives full rights to all parents, unless the University has been provided a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

“Personally identifiable information” or **“PII”** includes, but is not limited to: (a) the student’s name; (b) the name of the student’s parents or other family members; (c) the address of the student or student’s family; (d) a personal identifier, such as the student’s social security number, student number or biometric record; (e) a list of personal characteristics that would make the student’s identity easily traceable; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the Campbell University community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the University reasonably believes knows the identity of the student to whom the education record relates.

“Record” means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Information that is not recorded anywhere other than in a Campbell University employee’s mind (such as a professor’s observations of a student) is not an education record, and thus not subject to FERPA.

“Sanction imposed” means a description of the disciplinary action, the date of its imposition, and its duration.

“Student” means any individual who is or has been in attendance at Campbell University. In addition, pursuant to North Carolina General Statutes 132-1.1(f) all personally identifiable information in the records of Campbell University about any applicant (whether admitted or not) is to be kept confidential unless personally identifiable information is redacted.

“Violation committed” means the institutional rules or code sections that were violated and any essential findings supporting the conclusion that a violation was committed.

RECORDS EXCLUDED **FROM THE DEFINITION OF “EDUCATION RECORDS”**

The following categories of records are specifically excluded from the FERPA definition of education records.

1. **“Sole possession” records.** Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. **“Law enforcement” records.** Records that are (i) created by the Campbell University Campus Safety Office; (ii) created for a law enforcement purpose; and (iii) maintained by the Campbell University Campus Safety Office. Law enforcement records do not include: (i) records created by the Campbell University Campus Safety Office for a law enforcement purpose but that are maintained by a component of the University other than the Campbell University Campus Safety Office; or (ii) records created and maintained by the Campbell University Campus Safety Office exclusively for a non-law enforcement purpose, such as a conduct hearing conducted by the University.

3. **“Employment” records.** Records related solely to the employment of a student by Campbell University, but only if the student is not employed as a result of his or her status as a student. In other words, if being a student is part of the job description, (such as a work-study, teaching assistant, or research assistant position), then the student’s employment records are education records and thus are subject to FERPA.
4. **“Treatment” records.** Records that are (i) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; (ii) made, maintained, or used only in connection with treatment of the student; and (iii) disclosed only to individuals providing the treatment. “Treatment” for this purpose does not include remedial educational activities or activities that are part of a program of instruction at the University.
5. **“Alumni” records.** Records that only contain information about an individual after he or she is no longer a student. However, if the information relates back to the student’s time at Campbell University, it is still an education record and cannot be released without the consent of the alumnus.
6. **“Peer-Graded Papers”.** Grades on peer-graded papers before they are collected and recorded by a faculty member.

FERPA DISCLOSURE REQUIREMENTS

Disclosure With Consent

Subject to the exceptions in this Statement, in general, Campbell University will not disclose education records or information from education records to anyone other than the student unless the University first has obtained a signed and dated written consent from the student (or *all* students, if the records are directly related to more than one). The written consent must specify the records that may be disclosed, the purpose for which they may be disclosed, and the persons or classes of persons to whom they may be disclosed. The written consent and signature may be obtained electronically if the method used identifies and authenticates a particular person as the source of the electronic consent and indicates such person’s approval of the information contained in the electronic consent. Upon request to the University, the student is entitled to a copy of any education records that are released pursuant to the student’s written consent. A student written consent form can be obtained from the Campbell University Office of the Registrar, located in the J.A. Campbell Administration Building, Post Office Box 367, Buies Creek, NC 27506, telephone number 910-893-1265, by faxing the University’s Office of the Registrar at 910-893-1260, or on the Campbell University Website at:

https://assets.campbell.edu/wp-content/uploads/2016/12/05174938/handbook_revised_june_2016.pdf

Disclosure Without Consent

In general, and subject to any other exceptions elsewhere in this Statement, the University may disclose education records without the student's consent only if it first redacts all personally identifiable information from the records or one of the following exceptions applies:

1. **The disclosure is of directory information, meaning information that would not generally be considered harmful or an invasion of privacy if disclosed.** The University has designated the following information to be directory information:

- Student name
- Dates of attendance
- Degree(s) received
- Academic majors and minors
- *Current student local address
- Telephone numbers
- Religious denomination
- Academic classification (freshman, sophomore, etc.)
- Academic Dean's and President's Lists
- Membership in academic honor or service organizations
- Elected member of the Student Government Association
- Last institution attended
- Most recent institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

***Note:** Campbell University does not consider a parent's address directory information. A separate parent address should not be disclosed without prior written consent from the student.

Note: A student's academic standing -- such as "in good standing" or "eligible to return" - should not be designated as directory information under FERPA. By process of elimination, those who are "not in good standing" could be identified and this would be considered an invasion of privacy under FERPA.

Note: Directory information does not include a student's Social Security number.

Students have the right to restrict from publication any or all of the items that are considered directory information. However, directory information about the student will appear in the University's printed directory for the school year unless a restriction from publication of information form is filed with the Campbell University Office of the Registrar by **September 1 of the current school year**. A request for restriction of web information must be made in writing and can be filed with the Campbell University Office of the Registrar at any time. The student also can revoke a restriction request at any time by filing a revocation request in writing with the Campbell University Office of the Registrar.

After the student is no longer in attendance, Campbell University will continue to honor any valid request to restrict disclosure of directory information filed while the student was in attendance unless the student revokes the restriction request.

A student may not use the right of restriction of directory information to prevent the University from disclosing, or requiring the student to disclose, the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

- 2. The disclosure is to school officials, including faculty, whom the University has determined have legitimate educational interests.**

At Campbell University, a school official is defined as a person employed by the University in an administrative, supervisory, and academic, research, or support staff position (including law enforcement unit personnel and health/medical staff). The definition of school official also includes a contractor, consultant, volunteer, or other person or company to whom the University has outsourced or contracted to provide institutional services (such as an attorney, auditor, food service employee, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a conduct or grievance committee, or assisting another school official in performing his or her tasks, if such persons or companies (i) perform services or functions that the University would otherwise use its employees for; (ii) are under the direct control of the University with respect to the use and maintenance of the education records; and (iii) the person or company agrees to not re-disclose the education records to any additional person or company without the written consent of the student.

A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibilities for the University. The University will use reasonable methods to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

- 3. The disclosure is with officials of another school, school system (including a high school), or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, or has been enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.**
- 4. The disclosure is to the student him or herself.**
- 5. The disclosure is to one or more parents of a student who is considered a “dependent” of either of the parents for federal tax purposes.** To establish the parent’s eligibility to receive such a disclosure, Campbell University must be provided with either a copy of the parent’s most recent tax return (at least the first page, on which the student is listed as a dependent) or a written acknowledgment from the student that the student is, in fact, the parent’s dependent for tax purposes.

6. **The disclosure is made in connection with a health or safety emergency, is made to appropriate parties, and is limited to information that is necessary to protect the health or safety of the student or other individuals.** Campbell University has discretion to determine, within reason, what situations constitute emergencies, what parties are appropriate, and what information is necessary.
7. **The disclosure is made to comply with a judicial order or lawfully issued subpoena.** Before complying, the University will, except as stated below, first make a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the student may seek protective action. The University's obligations are limited to, at most, notifying the student; The University is not required to fight the order or subpoena on the student's behalf, and it may comply regardless of the student's wishes if the student fails to take action. The University may not give such advance notice in the case of grand jury or other law enforcement subpoenas if the court or issuing agency has ordered that the existence or contents of the subpoena or information furnished in response not be disclosed. The University also may not give advance notice of an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of a domestic or international terrorism offense or an act of domestic or international terrorism.
8. **The disclosure is to a court in the context of a lawsuit between the student and Campbell University.**
9. **The disclosure is to a parent of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of Campbell University, governing the use or possession of alcohol or a controlled substance if (A) Campbell University determines that the student has committed a disciplinary violation with respect to that use or possession; and (B) the student is under the age of 21 at the time of the disclosure to the parent.**
10. **The disclosure is of the final results of a conduct hearing against a student whom the University has determined violated an institutional rule or policy in connection with alleged acts that would, if proven, also constitute a crime of violence or non-forcible sex offense.** For purposes of this exception, "final results" is limited to the name of the student, the basic nature of the violation the student was found to have committed, and a description and the duration of any sanction the University has imposed against the student. The University may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.
11. **The disclosure is to a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense and consists only of the "final results" (as defined above) of a University conduct hearing in connection with that alleged crime or offense.** The University may make such a disclosure regardless of the outcome of the hearing.

12. **The disclosure is in connection with financial aid that the student has applied for or received and is for the purpose of determining the student's eligibility for, the amount of, or the conditions for the aid, or to enforce the terms and conditions of the aid.**
13. **The disclosure is to authorized representatives of the United States Comptroller General, United States Attorney General, United States Secretary of Education, or state or local educational authorities in connection with an audit of Federal or State supported education programs or with the enforcement of or compliance with Federal legal requirements relating to those programs.** A State or local educational authority or Federal official or agency that makes further disclosures of information from education records must record the names of the additional parties to which it discloses information on behalf of the University and their legitimate interests in the information if the information was received from: (a) the University if the University has not recorded the further disclosures; or (b) another State or local educational authority or Federal official or agency listed above. A State or local educational authority or Federal official or agency that records further disclosures of information may maintain the record by the student's class, school, district, or other appropriate grouping rather than by the name of the student. A State or local educational authority or Federal official or agency that maintains a record of further disclosures must provide a copy of the record of further disclosures to the University upon request and within a reasonable period of time not to exceed thirty (30) days. The University will list in each student's record of disclosures the names of the state and local educational authorities and federal officials or agencies that may make further disclosures of the information on behalf of the University. The University will obtain a copy of the record of further disclosures maintained by a State or local educational authority or Federal official or agency and make it available in response to a parent's or student's request to review the student's record of disclosures.
14. **The disclosure is to accrediting organizations to carry out their accrediting functions.**
15. **The disclosure is to organizations conducting studies for educational institutions to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction, provided that the studies are conducted in a manner that prevents personal identification of parents and students by anyone other than representatives of the organizations and the information is destroyed when no longer needed for purposes of the studies.** In addition, the University and the organization must enter into a contract that (1) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (2) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (3) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students, as defined in this part, by anyone other than representatives of the organization with legitimate interests; and (4) requires the organization to destroy or return to the educational agency or institution all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed.

16. The disclosure concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the University under the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 1407, and applicable federal guidelines.

Student Conduct Posing a Significant Risk: The University may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the University community. This information may be shared with officials, faculty, others within the University and with other universities or schools, when the University determines such persons, universities or schools have legitimate educational interests in the behavior of the student.

De-identified Records and Information. The University or a party that has received education records or information from education records in compliance with any of the exceptions in this Statement may release the records or information without the student's consent after the removal of all personally identifiable information, provided that the University or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

Student Record Coding. The University, or a party that has received education records or information from education records in compliance with any of the exceptions in this Statement, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that (i) the University or other party that releases de-identified data under this paragraph does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code; (ii) the record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and (iii) the record code is not based on a student's social security number or other personal information.

Re-Disclosure

In general, Campbell University may not disclose personally identifiable information from an education record without informing the recipient that the recipient cannot re-disclose that information without the consent of the student and that it may use the information only for the purpose for which the disclosure was made. Exceptions to this requirement are disclosures of directory information; disclosures to the student him/herself; disclosures to the parents of a tax dependent student; to parents in connection with a drug or alcohol violation; disclosures made to comply with a court order or lawfully issued; disclosures regarding conduct hearings involving an alleged crime of violence or non-forcible sex offense; disclosures in connection with a lawsuit between the University and the student; disclosures concerning sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C.

14071, and which information was provided to the University under that statute; and to information that postsecondary institutions are required to disclose under the Clery Act, 20 U.S.C 1092(f), to the accuser and accused regarding the outcome of any campus conduct hearing brought alleging a sexual offense.

Recordkeeping of Disclosures

The University generally must maintain a record of each request for access to and each release of personally identifiable information from a student's education records. This separate record must include the identities of the requesters and recipients and the legitimate interests they had in the information. It also must be maintained with the student's education records for as long as those records are themselves maintained. The University will record the following information when it discloses personally identifiable information from education records pursuant to a health or safety emergency: (i) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and (ii) the parties to whom the University disclosed the information.

When the University is required to make a record of a disclosure, it will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the agency or institution discloses personally identifiable information from education records.

Exceptions to this record-keeping requirement are disclosures of directory information; disclosures to the student him or herself; disclosures to school officials including faculty within the University whom the University has determined have legitimate educational interests; disclosures made in connection with a court order or lawfully issued subpoena prohibiting disclosure of its existence or contents.

RIGHT TO INSPECT AND REVIEW

FERPA gives University students the right to inspect and review their own education records. In general, the University must provide access to the records within forty-five (45) days of a written request and must respond to reasonable requests for explanations and interpretations of the records. FERPA does *not* require the University to send or mail copies of records to the student, unless circumstances effectively prevent the student from exercising the right to inspect them and it is not possible to make other arrangements for inspection in person. Absent unusual circumstances, students will not be mailed copies of their records if they live within commuting distance (which is fifty (50) miles from the University). A student who is mailed copies will pay postage. Whether copies are mailed or made on site, the student shall be charged for the cost of copying the records. Students with an unpaid financial obligation may be denied their transcript, or a copy thereof, under appropriate circumstances.

Limitations

There are several limitations on the right of inspection. First, if the requested records contain information about more than one student, the requesting student may have access only to those portions pertaining to him or herself. In addition, students do not have the right to inspect the following:

- Financial records of their parents.
- Confidential letters and statements of recommendation, if the student has waived the right to review and inspect those documents and they are related to the student's admission, application for employment, or receipt of an honor or honorary recognition. Such a waiver is valid only if it is not a condition of admission to or receipt of a benefit or service from the institution and the waiver is in writing and signed by the student. If the student provides such a waiver, the student must be given, upon request, the names of the persons providing the recommendations, and the institution may not use the letters for any purpose other than that for which they were originally intended. The student may revoke the waiver in writing; however, revocation affects only those documents received after the date of the revocation.
- Treatment records, as defined above. However, upon request, the student may have any such records reviewed by a physician or other appropriate professional of the student's choice.

Procedures to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodians who are listed in this Statement. A student should submit to the appropriate record custodian a written request which specifies the record(s) the student wishes to inspect.

Parents of a student may inspect the student's education records under the guidelines described above if (1) written consent from the student is provided to the appropriate record custodian by the student; (2) Campbell University is provided with either a copy of the parent's most recent tax return (at least the first page, on which the student is listed as a dependent); or (3) the student provides a written acknowledgment that the student is, in fact, the parent's dependent.

In addition to the general access procedures specified in this Statement, various administrative units within the University may have published further details regarding the types of records kept by those units, and the process for obtaining access to such records. These procedures, if any exist, are available from the specific administrative unit. In the event of a conflict between this Statement and administrative unit procedures (if any), this Statement controls.

Types, Locations, and Custodians of Education Records

The following is a list of the types of records that Campbell University maintains, their locations, and their custodians.

Type of Record	Location	Custodian
Academic Progress Records Petitions	Graduate Admissions for the School of Education	Graduate Admissions, School of Education
	Graduate Programs for the College of Pharmacy and Health Sciences (CPHS)	Associate Dean of Academic Affairs CPHS
	Graduate Programs for the Lundy-Fetterman School Of Business (LFSOB)	Assistant Director of Graduate Programs LFSOB
	School of Divinity	Dean
	School of Law (CUSOL)	Registrar CUSOL
	School of Osteopathic Medicine (CUSOM)	Registrar CUSOM
	Additional Student Records	Dean's Office
Department Head's Office		Faculty Advisor
Graduate Admissions for the School of Education		Graduate Admissions, School of Education
Graduate Programs for the College of Pharmacy and Health Sciences (CPHS)		Associate Dean of Academic Affairs CPHS
Graduate Programs for the Lundy-Fetterman School Of Business (LFSOB)		Assistant Director of Graduate Programs LFSOB
School of Divinity		Dean
School of Law (CUSOL)		Registrar CUSOL
School of Osteopathic Medicine (CUSOM)		Registrar CUSOM
Admissions File	Undergraduate Admissions Office	Director of Undergraduate Admissions
	Graduate Admissions Office	Dean of the Graduate School
	University Registrar's Office	University Registrar

Admissions File/ Upon Matriculation Cumulative Academic Records (Currently Enrolled Students) Cumulative Academic Files (Five Years After Graduation or Withdrawal) Veterans' Benefits	University Registrar's Office	University Registrar
Career Services Records	Student Success	Director of Career Services
Counseling & Testing Records	Counseling Center	Director of Counseling Center
Disability Services Student Files	Student Success Office	Director of Disability Services
Conduct Records	Student Life Office	Vice President of Student Life
Financial Records	Business Office	University Bursar
Financial Aid Records	Financial Aid Office	Director of Financial Aid
Health Records	Campbell University Health Center, LLC	Director of Clinical Services /Medical Director
Placement Records	Student Success Office	Director of Career Services
Title IX Records	Title IX Coordinator	Title IX Coordinator
Miscellaneous Education Records (e.g. meetings with faculty)	The appropriate official will locate and collect such records for inspection	Designated University employee

Additional information concerning access to those records may be found in Appendix A to this Statement.

PROCEDURES FOR AMENDING EDUCATION RECORDS

This procedure for amending education records is intended to correct technical errors in education records, and will not be used to provide a means for a student to challenge substantive decisions such as grades.

If a student believes that his or her education records contain inaccurate or misleading information or information that violates the student's right to privacy, the student may request that the University amend the records. Campbell University will make a decision on the request within a reasonable time after receipt. If the University decides not to make the requested amendment, it will inform the student and advise the student of the right to a hearing.

If the student requests a hearing, the following rules will apply:

- It will be held within a 10 business days, excluding university holidays and weekends, after the request;
- The student will be provided advance notice of the date, time, and place;
- The individual conducting the hearing must not have a direct interest in the outcome, and he/she will make all procedural decisions;
- The student will have a full opportunity to present his or her case and may be assisted by others, including an attorney; and
- The decision of Campbell University will be in writing, rendered within a reasonable time after the hearing, and based solely on the evidence presented at the hearing, and it must include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the University agrees with the student, then it will amend the record and notify the student in writing. If the University does not agree with the student, it will advise the student that he or she may place a written statement in the file commenting on the contested information and/or stating the nature of the disagreement. If the student chooses this option, the statement must be maintained with the contested information and disclosed in conjunction with any subsequent release of the contested information.

ANNUAL NOTIFICATION OF RIGHTS

Students will be notified annually of their FERPA rights at the following website address: <https://www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/>. A copy of this Statement is also available on the University's website.

ADDITIONAL FERPA RESOURCES

Those interested in additional information or with specific questions about FERPA or the University's Policies and Procedures can contact the University Registrar, the University Counsel's Office, or access the following resources:

- The United States Department of Education's FERPA Website at:
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- The Campbell University Registrar's Handbook available on the Campbell University Website at: https://assets.campbell.edu/wp-content/uploads/2016/12/05174938/handbook_revised_june_2016.pdf
- Campbell University's Family Education Records Privacy Act (FERPA) Website at:
<https://www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/>
- Information about how Campbell University adheres to the FERPA mandate at:
https://assets.campbell.edu/wp-content/uploads/2016/12/05192450/ferpa_101_2016_faculty_3.pdf

APPENDIX A

Campbell University Annual Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- (1) The right to inspect and review the student's education records within 45 days after the day Campbell University receives a request for access. A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official in custody of the education record, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school 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 is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s 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 provide written consent before Campbell University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA requires the University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The University may disclose PII from education records without obtaining prior written consent of the student in the following circumstances —
 - The University discloses education records to school officials with legitimate educational interests. A school official typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health/medical staff); a person serving on the Campbell University Board of Trustees; or a student serving on an official committee, such as a conduct or grievance committee. A school official also

may include a consultant, volunteer, contractor, or other parties to whom the University has outsourced institutional services or functions for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Campbell University.

- Upon request, Campbell University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or North Carolina State and local educational authorities. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the conduct hearing with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a conduct hearing if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and

the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or Statement of the school, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a conduct violation and the student is under the age of 21.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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
400 Maryland Avenue, SW
Washington, DC 20202

APPENDIX B

Campbell University Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Campbell University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Campbell University may disclose appropriately designated “directory information” without written consent, unless you have advised Campbell University to the contrary in accordance with Campbell University procedures.

If you do not want Campbell University to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Campbell University Office of the Registrar, J.A. Campbell Administration Building, Post Office Box 367, Buies Creek, NC 27506, in writing **by September 1**. At any time after restricting the release of your directory information, a student may file a written revocation to authorize the University to release directory information.

Campbell University has designated the following information as directory information:

- Student name
- Dates of attendance
- Degree(s) received
- Academic majors and minors
- Student’s current local address
- Telephone numbers
- Religious denomination
- Academic classification (freshman, sophomore, etc.)
- Academic Dean’s and President’s Lists
- Membership in academic honor or service organizations
- Elected member of the Student Government Association
- Last institution attended
- Most recent institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

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