

**TENNESSEE TECH UNIVERSITY
RELEASE OF EDUCATION RECORDS AND
NOTIFICATION OF YOUR RIGHTS UNDER FERPA**

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Who can request an amendment of your Education Records?

You have the right to request the amendment of your Education Records if you believe they are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

How do you amend your Education Records?

To amend your Education Records, you must submit a written request to the custodian of the records. The written request must clearly identify the portion of the records you want amended, and must detail the reason(s) for the requested amendment.

You may not use the request to appeal or

Organizations conducting certain studies for or on behalf of the University;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
To parents of a student under the age of 21 regarding the student's violation of any federal, state or local law, or any Tennessee Tech rule or policy governing the use or possession of alcohol or a controlled substance.
Directory Information

What is Directory Information?

The Directory Information contained in your Education Records includes:

Your name
Your address (electronic mail, home and campus addresses) when related to a Tennessee Tech activity
Enrollment status (undergraduate, graduate, full or part-time)
Hometown or city at the time the application for admission was filed
Major or field of study
Dates of attendance
Grade level (progress towards degree)
Honors and awards received
Most recent previous educational agency or institution you attended
Participation in a student organization or alumni affairs activity
Participation in officially recognized activities or sports
Weight and height of athletic team members
Photographs or video when related to a Tennessee Tech activity

Can you restrict the disclosure of your Directory Information?

Tennessee Tech may disclose your *Directory Information* to anyone without your permission unless you restrict the release of such information. However, you may restrict the release of some or all of your Directory Information, by following these steps:

Go to your [Eagle Online account](#)

Select the Personal Information tab

Select the box immediately before the statement “I do not want my directory information released to individuals, employers, media, etc.”

Be sure to select “Submit” at the bottom of the page

Please be aware that restricting the release of your Directory Information will prevent Tennessee Tech from providing information to employers requesting verification of enrollment and/or degree information or to news outlets on or off campus, regarding honors and graduation lists.

Can you limit the disclosure of certain information to specific individuals or organizations?

As a student, you also have the right to permit the release of certain information to specific individuals or organizations. This additional information includes:

Student account, financial information, etc. (Business Office)

Academic information such as GPA, grades, academic standing, etc. (Registrar’s Office)

Financial assistance, scholarships, and other awards, etc. (Financial Aid Office)

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This information can be updated in your Eagle Online account at any time.

Where can you obtain additional information regarding FERPA and your Education Records?

If you have questions concerning FERPA and your Education Records or need additional information, contact:

Office of the Registrar
Box 5026
805 Quadrangle, Jere Whitson, Room 226
Cookeville, TN 38505
(931) 372-3317

How do you file a complaint?

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tennessee Tech 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 20202-5920
1-800-USA-LEARN (1-800-872-5327)
Individuals who use TDD may use the [Federal Relay Service](#).

For more information about your rights under FERPA please follow this link to Tennessee Tech Policy 1206, [Confidentiality of Student Records and FERPA Compliance](#)