Student Confidentiality and Privacy Policy

Harson University follows the Family Educational Rights and Privacy Act (FERPA) framework as a rigorous, nationally recognized standard for protecting student privacy.

FERPA Framework

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords eligible students certain rights regarding their education records. An "eligible student" is a student who is 18 years of age or older or who is enrolled in a postsecondary institution. At Harson University, these rights include:

1. **The Right to Inspect and Review Education Records:** Students have the right to inspect and review their education records within 45 days of the day the University receives an access request. The student should submit a written request to the Registrar, identifying the specific record(s) the student wishes to inspect. The University official arranges access and notifies the student of the time and place where the records may be inspected.

2. **The Right to Request Amendment of Education Records:** Students have the right to request the amendment of their education records that they believe are inaccurate, misleading, or in violation of their privacy rights. Students who wish to ask the University to amend a record should submit a written request to the University official responsible for the record, clearly identifying the part of the record they want changed and specifying why it should be changed. If the University decides not to amend the record as requested, it notifies the student of the decision and advises them of their right to a hearing regarding the request for amendment.

3. **The Right to Consent to Disclosure of Information** Students have the right to provide written consent before the University discloses personally identifiable information (PII) from their education records, except to the extent that FERPA authorizes disclosure without consent.

   Harson University discloses education records without a student's prior written consent under the following exceptions, among others, as authorized by FERPA:

   - To school officials who have a legitimate educational interest. A school official is a person employed by Harson University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom Harson University has contracted to perform an institutional service or function (e.g., attorney, auditor, or collection agent); a volunteer or an official 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.
   - To officials of another school in which a student seeks or intends to enroll.
   - In connection with financial aid for which the student has applied or received.
   - To parents of a dependent student, as defined by the Internal Revenue Service (IRS). The University requires a copy of the parents' most recent federal tax return or other appropriate documentation to verify dependency.
   - In a health or safety emergency.
   - To comply with a judicial order or lawfully issued subpoena.

Directory Information: Harson University has designated the following as "Directory Information," which the University may release to the public without the student's prior consent:

- Name and personal/institutional email of the student
- Major and minor fields of study
- Enrollment status (e.g., full-time, part-time)
- Dates of attendance
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Photographs (for official university purposes)
- Most recent previous educational agency or institution attended

Restriction of Directory Information: The student has the right to restrict the disclosure directory information. To do so, they must notify the Registrar's Office in writing. The request for restriction will apply to all directory information specified by the student.

Data Breach Notification

In the event of a data breach affecting student records, Harson University notifies affected students promptly in accordance with applicable federal and state laws. The notification includes the nature of the breach, the types of information involved, and steps students may take to protect themselves.

Students may submit requests by contacting the Office of the Registrar by email, phone, or through the student portal.