

Family Education Rights and Privacy Act

Unity Institute complies with the Family Education Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their academic records. They are:

- **The right to inspect and review the student's academic records within 45 days of the day Unity Institute receives a request for access.** Students should submit to the Registrar a written request that identifies 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.
- **The right to request the amendment of the student's academic record that the student believes is inaccurate or misleading.** Students should submit a letter to the Registrar clearly identifying the part of the record that they believe is inaccurate or misleading, stating why it is inaccurate or misleading and asking for the record to be changed. If Unity Institute decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided at that time.
- **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.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Unity Institute 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 Ave., SW
Washington, DC 20202-4605

See the Unity Institute Student Handbook for more information.