Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU student has the right to:
1. Inspect and review the educational records that have been kept on him or her in his or her educational records within 45 days of the day that the University receives a written request from the student.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Seek a copy of the educational record, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. 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 local office that administers FERPA in Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4600.

Withholding Disclosure of Information. Currently enrolled students may withhold disclosure of any or all the information contained in their educational records. A student may file a written request with the Office of the Registrar to not release personally identifiable information, including directory information, to anyone at any time until revoked by the student in writing. The University assumes that failure on the part of any student to specifically request the withholding of directory information implies individual approval for disclosure.

Access to Records. Students may inspect and review their educational records by making a request in writing to the office that maintains the records (see Location of Records below). No non-directory information regarding students’ educational records may be disclosed to anyone without written consent of students, except for selected purposes as authorized by federal law, such as to “school officials” who have a legitimate educational interest in the information. The University does not provide access to records to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student’s enrollment or transfer, and in response to a lawfully issued court order or subpoena.

Parental Access to Records. At the postsecondary level, parents have no inherent right to access their children’s educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by completing the appropriate form in the Office of the Registrar. Such consent should be given in an uncoercive environment. Parents or a dependent student’s parent may challenge denial of access to educational records by producing the most current copy of Internal Revenue Form 1040.

Definitions.
1. “Educational Record” refers to those records which are directly related to a student and are maintained by an educational institution.
2. “Directory Information” includes: student’s name; local and permanent address or telephone number; year of birth; major field of study; weight and height; date and place of birth; name and address of parents; participation in officially recognized organizations, activities, and sports; parents’ names and addresses (city and state only).
3. “School official” is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administration, or professional, and staff such school officials supervise, the President and CEO of the Alumni Association and President and CEO of the Oklahoma State University Foundation and the staff they supervise, the National Student Clearinghouse, and contracted persons and entities performing institutional functions as school officials with legitimate educational interests.

*Drop/Add and Withdrawal Deadline Details:

1. 100% Refund, Nonrestrictive Drop/Add Deadline: a) add a course (nonrestrictive), b) drop a course with partial refund and no grade
2. Partial Refund, Restrictive Drop/Add Deadline: a) add a course (requires instructor and adviser signatures), b) drop a course with partial refund and grade of “W”
3. W/F Withdraw Deadline: a) drop a course with automatic grade of “W”, (requires completed Withdrawal Form), b) withdraw from all classes with grades of “W” or “F” (requires completed Withdrawal Form)