Statement of FERPA Compliance

In accordance with Federal regulations, required by the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect their academic and financial records and any files pertaining to them. They also have the right to deny other parties access to these records, or to restrict such rights to those who have expressed written consent.

However, there are certain exceptions. Students may not inspect confidential recommendations for which they have signed a waiver of their rights, nor may they see records that are protected from inspection by law and academic practice. Students may not inspect the files of administrative, instructional, or other college personnel which are in "the sole possession of the maker thereof."

Students wishing to inspect their records should make an appointment to do so by contacting the RSA Administrative Office.

Students also have the right to request an amendment to their records, and to request a hearing if the request for an amendment is denied. Students may challenge the contents of their educational records based upon inaccuracy or misleading information.

If a student feels that his rights have been violated, he may request a hearing by school officials. All requests must be in writing and submitted to the Financial Aid Office.

If, after a hearing was held, the student still feels that the school has not responded to his issues, he may file a complaint, alleging the Institution's violation of FERPA rights, with the U.S. Department of Education at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

The complaint must be filed within 180 calendar days after you become aware of the violation.

Students may ask to have an official transcript of their records sent to another school or employer. Such requests should be made in writing to the Registrar's Office at least 2 weeks in advance.

RSA may make available standard directory information (name, address, telephone number, dates of attendance, degree earned, etc.) without the expressed consent of the

student. Students must notify the Institution in writing if they do not wish to make available such information.