



Office of the Registrar  
125 Route 340  
Sparkill, New York 10976-1050  
(845) 398-4300  
www.stac.edu

TO: St. Thomas Aquinas College Students  
FROM: Eileen Murphy, Registrar  
SUBJECT: Annual Notification of Student Privacy Rights under FERPA

Dear Student:

St. Thomas Aquinas College is committed to maintaining the privacy and confidentiality of your education records. We want to take this opportunity to give you a brief summary of your rights with respect to your education records under the Family Educational Rights and Privacy Act (FERPA) of 1974. This federal law governs the release of and access to student education records.

These rights include:

1. The right to inspect and review your education records within 45 days after the college receives a request for access. If you want to review your records, you may contact the Office of the Registrar in writing to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. If you feel there is an error in your record, you should submit a written request to the Registrar, clearly identifying the part of the record you want changed, and specifying why it is inaccurate or misleading. The Registrar will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision. Note: This does not apply to disputes about grades assigned by faculty.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. Below are circumstances in which your consent is not required:
  - To St. Thomas Aquinas College officials with "legitimate educational interests". – A St. Thomas Aquinas College official is a person employed by St. Thomas Aquinas College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, health staff and volunteers) who has a "need to know" about information from your education record in order to fulfill his or her official responsibilities at St. Thomas Aquinas College.

- A third party or organization whom St. Thomas Aquinas College has contracted as its agent to perform a business function or service on behalf of the institution (i.e. National Student Loan Clearinghouse, collection agent, auditors)
  - Information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code.
4. The right to 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 office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-8520**

Although St. Thomas Aquinas College may release directory/public information without a student's consent, the College uses extreme discretion in releasing any student information to an outside source. While St. Thomas Aquinas College is legally entitled to release Directory Information, it generally does not disclose more than deemed necessary. St. Thomas Aquinas College has identified the following as directory information: student's name, home address, telephone/cell number, STAC e-mail, academic program, degree, majors, minors, concentration, anticipated date of graduation, academic level (classification), current enrollment status (full, half, part-time, etc.), dates of attendance, degree received, previous attended institutions attended, photograph, and participation in college recognized activities and sports.

You may request to restrict the disclosure of directory information. A signed request to withhold directory information must be submitted to the Registrar each academic year and must be submitted within five days of the start of the fall semester in order to ensure non-disclosure of directory information. Every reasonable effort will be made to safeguard the confidentiality of such information.

For more specific details about FERPA, you may view FERPA policy on the U.S. Department of Education's Family Policy Compliance Office (FPCO) website.

If you have questions regarding FERPA, you may contact me at [emurphy@stac.edu](mailto:emurphy@stac.edu) or at 845-398-4310.