



FERPA - Family Educational Rights and Privacy Act Notification

Dear Bronco,

We want to remind you of the importance of **understanding your rights** regarding access and privacy of your educational records.

Your Cal Poly Pomona student records are protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#) which assures that your personal and academic information remains secure. These records include any student information maintained by the university (paper, digital format, or system files).

Under FERPA, students have the following rights and guarantees, except where pertinent laws apply:

- Right to Consent to Disclosure: Control the release of their student records, excluding specific exceptions under FERPA.
- Right to Restrict Directory Information: Control the release of student records, excluding specific exceptions under FERPA.
- Right to Inspect and Review: Access your education record, except where relevant laws or regulations apply.
- Right to Request Amendment: Correct inaccuracies in your student records.
- Right to Request a Hearing: a hearing when the request to amend the record is denied.
- Annual Notification: Be informed of your rights under FERPA.
- Right to File a Complaint: [File a Complaint](#) with the FERPA office in Washington, D.C. if your rights are violated.

To grant access to your educational record, you can log into [BroncoDirect](#) Student Center to complete the FERPA Authorize to Release. You can decide which records you want to release in any timeframe. Review the [How to Complete a FERPA Authorization to Release \(PDF\)](#) for instructions.

For additional information about your student rights under FERPA, visit the Registrar's Office website, access the [FERPA](#) link, and the [Family Policy Compliance Office](#), or contact the [Registrar's Office](#).

Sincerely,

Connie H. Kuang
University Registrar
California State Polytechnic University, Pomona



Registrar's Office

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