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FERPA Student Privacy Rights Annual Notification

Dear Bronco,

We are reminding you of the importance of understanding your rights regarding access to and disclosure of information in your education record.

Your student education records that are maintained by **Cal Poly Pomona** are protected under the Family Educational Rights and Privacy Act (**FERPA**). Education Records consist of any student information maintained by the university, which can be in paper, digital format, or system file. You can read more about FERPA on the [Registrar's Office website](#).

The following is information about FERPA.

STUDENT RIGHTS UNDER FERPA:

To inspect and review your education records within a reasonable time after the University has received your request:

- You must submit the [FERPA – Request to Review/Amend Education Records \(PDF\)](#) that identify the record(s) you wish to inspect. The request should be submitted to the Registrar's Office.

To request in writing an amendment of your education records, if you believe it is inaccurate, misleading, or in violation of student privacy rights under FERPA:

- You must submit the [FERPA – Request to Review/Amend Education Records \(PDF\)](#) to the Registrar's Office, identify the part of the records you request to be changed, and specify why it should be changed.

To request in writing a hearing when the request to amend the record is denied:

- You must submit a request in writing to the Registrar's Office.

To consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent:

- To consent to the disclosure of personally identifiable information to a specific individual, including your parents, you may complete the FERPA Authorize to Release via the [BroncoDirect](#) - Student Center and indicate the type of records that may be released to the individual within the indicated time frame.
- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or organization acting as an official agent of the institution, and performing a business function or service under contract with the University; a person serving on the Board of Trustees; or students employed by the university or serving on an official institutional committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities to the University.

- Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

As of January 3, 2012, FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) may be accessed without your consent.

- § Federal and State Authorities may allow access to your records and PII to any third party to evaluate a federal or state-supported education program or to researchers performing certain types of studies.
- § State Authorities, in connection with Statewide Longitudinal Data Systems, may collect, compile, permanently retain and share your education records and may track your participation in education and other programs by linking your data with other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems
- Information regarding other disclosures permitted under FERPA without consent may be found by clicking the link <https://studentprivacy.ed.gov/node/548/>.

To withhold the release of directory information and have a privacy restriction placed on your student record:

You must submit the FERPA – [Request to Withhold Directory Information](#) to the Registrar's Office. Please note a few important details for withholding your directory information:

- The University receives many inquiries for directory information, mostly from prospective employers seeking confirmation of degrees earned. Restricting your information will preclude the release of such information and any acknowledgment of your student status.
- If you withhold your information, you will be required to show a picture ID or remove the restriction before you can speak with a university representative.
- A 'Restrict All' applies to all elements of directory information on your record. The University does not allow students to self-select which elements of directory information to withhold.

To file a complaint with the U.S. Department of Education regarding possible issues with Cal Poly Pomona's compliance requirements of FERPA.

- Students may file a complaint: Protecting Student Privacy
<https://studentprivacy.ed.gov/file-a-complaint>.

DIRECTORY INFORMATION:

- Release of student record information is generally not done without the student's expressed written consent. However, directory information may be released without student consent.

Cal Poly Pomona has designated the following to be classified as Directory Information:

- Student's Name
- Major field of study
- Participation in officially recognized sports/activities
- Weight and height of athletic team members
- Dates of attendance
- Full or part-time status
- Degrees and awards received
- Campus E-mail address
- Most recent or previous college/university/agency attended

Also, the following are classified as Directory Information for academic student employees (Teaching Associates, Graduate Assistants, and Instructional Student Assistants) of the CSU.

- Home address
- Telephone number
- Department employed
- Employment job classification

Under FERPA, you have the right to control access to your student education record and provide consent to external parties.

The new FERPA Authorize to Release Modification is available in your BroncoDirect Student Center to share your student education record with any third parties. This modification will allow you to complete the Authorize to Release process in your Student Center at any time.

Students may log into their BroncoDirect Student Center to complete the FERPA Authorize to Release and indicate the type of records released within the allotted time frame. Click to view the [How to Complete a FERPA Authorize to Release](#) for instructions.

For additional information regarding your student rights under FERPA, please view the [Registrar's Office website](#) and the [Family Policy Compliance Office](#), or contact the Registrar's Office directly at (909) 869-3000 or through our [Contact Us](#) site.

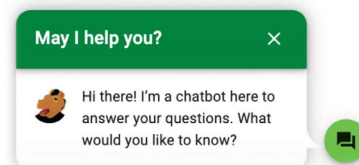
Sincerely,

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

[View full calendar](#)

Online Services

Have questions for the Registrar's Office? Use either of our virtual tools to get the help you need.



Virtual Drop-In

Join our queue to request virtual or in-person advising. For virtual advising, you will receive a message with a Zoom link when we're ready for you.

[Join the Queue](#)

Chatbot

Get your answers answered quick and easy online by using our new chatbot. Find it online on any of our department webpages.

[Ask Questions](#)



[Contact us](#)

Registrar's Office

Student Services Building

3801 West Temple Avenue, Pomona, CA 91768

+1 909 869 3000

Cal Poly Pomona University | 3801 W. Temple Ave., Pomona, CA 91768

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