



Family Educational Rights and Privacy Act (FERPA) Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. At Alfred State, these rights belong to a student once the student is in attendance, regardless of age. For purposes of administering FERPA, Alfred State generally considers attendance to begin on the first day of classes for the student's term of enrollment. Admission alone does not establish attendance.

Student Rights

1. **The right to inspect and review the student's education records within 45 days after the day the College receives a request for access.** A student should submit to the Student Records and Financial Services Office a written request that identifies the record(s) the student wishes to inspect. The Request to Review Education Record form is available on the my.AlfredState.edu portal. To access students should select "Additional Academic Information" on the Academic Resources card. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the College to amend a record should submit a written request to the Student Records and Financial Services Office clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Alfred State 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 Alfred State and/or the State University of New York – SUNY in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Alfred State who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personally Identifiable Information (PII) from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 in order to fulfill his or her professional responsibilities for Alfred State and/or the State University of New York – SUNY. Please see the full listing of allowable disclosures below.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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

Directory Information

As defined by Alfred State, directory information includes name, addresses, telephone numbers, dates of attendance, Alfred State e-mail addresses, date and place of birth, college major, expected date of graduation, degrees, awards received, photographs, enrollment status, participation in officially recognized sports activities, weights and heights of athletes, and most recent previous educational institution attended. The college may disclose directory information at its discretion, subject to FERPA and an applicable student restriction.

Students may request that Alfred State withhold disclosure of any or all designated directory information by submitting the Student Request to Prevent Disclosure of Directory Information Form. To ensure the restriction is in place for the beginning of the semester, requests should be submitted by 11:00 a.m. on the census date. Requests received after this deadline will be processed as promptly as practicable and will apply to future disclosures once processed. Restrictions do not apply retroactively to information previously disclosed. A directory-information restriction remains in effect until the student revokes it.

Directory Information may be released at the discretion of Alfred State. Distribution of student directories (including labels) to third parties for commercial use or solicitation purposes is prohibited. This is in compliance with the provisions of FERPA. Further, the Student Records and Financial Services Office will provide directory information to the military upon written request as mandated by the Solomon Amendment.

Consent and Disclosure (FERPA Waiver)

Students may authorize the college to disclose selected categories of education-record information to designated individuals through the [Alfred State Parent and Family Experience](#). The college verifies the identity of the requestor and confirms the authorization or other legal basis before disclosing protected information. Parents do not automatically receive access to a student's records;

Allowable Disclosures Permitted Without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))



- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))



Notification Under Beau's Law

Effective July 1, 2026, and in accordance with FERPA and New York State Education Law §6438-d, the [Beau's Law Policy](#) establishes the framework under which Alfred State may notify a student's parent(s), guardian(s), or designated emergency contact(s) when a student under the age of 21 is involved in certain alcohol or controlled substance-related violations or incidents.

Questions and Additional Information

Contact the Student Records and Financial Services Office for assistance with FERPA rights, requests to review or amend records, and directory-information restrictions. Full regulations and additional guidance are available at studentprivacy.ed.gov.