

Lake Forest Graduate School of Management

Family Rights and Privacy Act

The Family Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Lake Forest Graduate School of Management (LFGSM) receives a request for access.
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.
3. The right to provide written consent before LFGSM discloses personally identifiable information from the student's education records, except to the extent FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lake Forest Graduate School of Management to comply with the requirements of FERPA. Students may direct complaints concerning the alleged failure of LFGSM to comply with the requirements of FERPA to the Registrar's Office, Vice President & Chief Academic Officer, or the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-4605.

Inspection and Review

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, the Registrar shall advise the student of the correct official to whom the requested should be addressed.

Amendments of Records

A student who wishes to ask LFGSM to amend a record should write the LFGSM official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If LFGSM decides not to amend the record as requested, LFGSM will notify the student in writing of the decision and the student's right to an administrative 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.

Disclosure of Student Information without Prior Consent

Release of student educational record information is generally not done at LFGSM without the expressed, written consent of the student; however, FERPA provides a number of exceptions. Some examples of instances in which prior written consent is not required:

- To school officials with “legitimate educational interests.”
A school official has a legitimate educational interest if the official has a “need to know” information from your educational record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include LFGSM staff, agents of the institution, students employed by LFGSM or who serve on official institutional committees, and representatives of agencies under contract with LFGSM.
- Requests in connection with emergency, if such information is necessary to protect the health and safety of the student or another person.
- Requests in accordance with a lawful subpoena or court order.
- Requests for public records if not restricted by the student through a FERPA hold.

LFGSM, in accordance with FERPA, has designated the following categories of information as public or directory information:

- Name
- Addresses: home and work
- Date of birth
- Employer affiliation and title
- Phone numbers: home, mobile, fax, and direct work line
- Email address: LFGSM student email and alumni preferred email
- Dates of attendance
- Degrees conferred
- Major field of study and concentration
- Honors awarded
- Photograph
- Status: part-time, current, alumni, withdrawn

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, graduation photographers, and organizations of LFGSM requesting directory information on current students and alumni within their organization.

Lake Forest Graduate School of Management does not sell student or alumni directory information to third parties.

Please note you have the right to request non-disclosure of your directory information. To do so, you must complete a “[Request for Non-Disclosure of Directory Information](#)” form, which is available through the Registrar’s Office, or on my.LFGSM/Self-Service Quick Links/My Profile.

What will non-disclosure mean for you?

- LFGSM will not be able to confirm any information concerning you to third parties (i.e. employers, employment agencies, etc.) requesting disclosure of your directory information without your written consent.
- LFGSM publications (such as commencement brochure) will not list your name or information about you without your written consent.
- At LFGSM events, your name cannot be disclosed to other attendees for networking purposes.
- Your name cannot be disclosed to employers requesting directory information on current students and alumni who have attended LFGSM.

A copy of the Lake Forest Graduate School of Management's full FERPA Policy is available from the Registrar's Office. Information may also be found in the Student Handbook.

Eileen Timm
Registrar
Lake Forest Graduate School of Management