

Notices to Students

- Marymount University reserves the right to change without notice its fees and charges, course offerings, academic policies, calendar, and other regulations.
- By a February 9, 1965, resolution of its board of directors, Marymount College of Virginia, now Marymount University, assured compliance with Department of Health, Education, and Welfare Title VI of the Civil Rights Act of 1964, with compliance registered as of April 2, 1965.
- Marymount University is an Affirmative Action and Equal Employment Opportunity employer.
- Marymount University reserves the right to publish photographs of current and past students engaged in classes or other officially sponsored university activities.

Annual Notice to Students

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

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
2. Students should submit to the registrar or appropriate dean, vice president, or other official written requests that identify the record(s) they wish to inspect. The university official 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 university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
4. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
5. If Marymount decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the requests for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. 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 responsibility. Upon request, Marymount discloses education records without consent to officials of another school in which a student seeks enrollment or intends to enroll.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Marymount 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 20202-4605

Public Notice Designating Directory Information

Marymount designates the following information contained in students' education records as "directory information." Directory information may be disclosed by the university without the student's prior consent pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). However, the university is not required to disclose directory information and, therefore, carefully evaluates requests for information. At Marymount University, directory information includes the student's name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (undergraduate or graduate; full time or part time), participation in officially recognized activities or sports, height and weight of student-athletes, degrees, honors (including Dean's List) and awards received, and the most recent educational agency or institution attended.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must meet with the university registrar. Marymount University assumes that failure on the part of any student to specifically restrict the disclosure of directory information indicates individual approval for disclosure. Former students may not place a new request to restrict disclosure of directory information on their education records, but they may request removal of a previous request for nondisclosure.

Nondiscrimination

Marymount University does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, or other protected class in any of its educational programs or activities.

Inquiries regarding nondiscrimination may be directed to the vice president for Student Development at (703) 284-1511; Marymount University, 2807 North Glebe Road, Arlington, Virginia 22207-4299.

A nondiscrimination complaint is defined as a violation or misapplication of the policy stated above.

Student complaints should be filed with the appropriate office of the university as follows:

- Admissions, Scholarships, Loan Programs, and Educational Policies: provost and vice president for Academic Affairs and Enrollment Management
- Student Access Services: vice president for Student Development and Enrollment Management
- Financial and Plant Access Policies: vice president for Financial Affairs

Initially, a student should seek to resolve a complaint informally through a meeting with the appropriate officer.

If the student does not believe the complaint is resolved through this meeting, the student may file a formal complaint in writing within 10 working days with the proposed dates for a hearing.

If the complaint is not resolved in the formal hearing, within five working days after the formal hearing, the student may request in writing a meeting with the president. The president will meet with the student within 10 working days and make the final decision on the student's complaint.