



Office of the Registrar  
Student Educational Records-Access and Privacy

**Notice to Students:**

Under the Family Rights and Privacy Act of 1974 (FERPA) New Mexico Highlands University students have the following rights in regards to their educational records:

1. The right to inspect and review their education records within a reasonable time, not to exceed 45 working days, upon making an official written request and obtaining an appointment to do so.
2. The student may challenge inaccurate or misleading information contained in their educational records. Challenges must be made in writing and forwarded to the Office of the Registrar.
3. The right to consent to disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes exceptions without consent. Exception include school officials with a legitimate educational interest, compliance with a judicial order or lawfully issued subpoena, officials for audit or evaluation purposes, in an emergency involving the health or safety of a student or other person and directory information.
4. The right to file a complaint with the U.S. Department of Education Family Compliance Office concerning alleged failures by the University to comply with the requirements of FERPA. Complaints may be forwarded to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605

Directory information at New Mexico Highlands University is the students' name, electronic mail address, photograph, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received and graduation lists. Directory information may be published or released unless the student has requested in writing that directory information be withheld and forwarded to the Registrar's Office by the last day of registration and will be maintained for the remainder of the academic year.