



Privacy & FERPA Policy

Birchwood University complies fully with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. Under FERPA, students have the right to:

- Inspect and review their educational records
- Request an amendment to their records if they believe there is an error
- Provide written consent before the university discloses personally identifiable information from their records, except where FERPA authorizes disclosure without consent

Directory Information Disclosure

Birchwood University may release the following as directory information unless the student submits a written request to opt-out: name, program of study, dates of attendance, degrees/certificates awarded, and participation in official school activities.

Access to Records

Access to student records is limited to authorized Birchwood University staff who have a legitimate educational interest. All student records are securely stored and maintained in the university's Student Information System (SIS).