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## Correct Data

All students are responsible for making certain Texas State has correct demographic data. A student's name will appear on official records as it is stated on the application for admission, unless a student has previously attended Texas State under a different name. Changes in name, local and/or permanent address, telephone number, marital status, etc. should be reported immediately to the Office of the University Registrar. Texas State is not responsible for loss of correspondence credits due to unreported name changes. Address changes can be completed through Texas State Self-Service. .

## Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, DC 20202-8520, concerning alleged failures by Texas State to comply with the Act. University policy explains in detail the procedures to be used in complying with the Act. The policy is available at [www.registrar.txst.edu/legislative-policies/ferpa.html](https://www.registrar.txst.edu/legislative-policies/ferpa.html) (<https://www.registrar.txst.edu/legislative-policies/ferpa.html>). The Dean of Students and the Office of the University Registrar both presume that each student is independent of their parents when dealing with the student's educational records. Procedures for establishing dependency status are available in both offices.

## Communications

Most university offices use Texas State email as the official means of communication. Students are expected to set up and read their Texas State email frequently.