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

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 FERPA Office 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 http://www.registrar.txstate.edu/legislative-
policies/ferpa.html. The Dean of Students and the University Registrar
both presume that each student is independent of his or her 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.