



## FERPA Notification

WSU Tech protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords eligible students certain rights with respect to their education records. An “education record” is defined as any record maintained by the institution that is related to the student. An “eligible student” under FERPA is a student who is 18 years of age or older **or** who attends a postsecondary institution. Thus, regardless of age, rights under FERPA begin when a student enrolls at WSU Tech. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day WSU Tech receives a request for access. A student should submit to the Registrar’s Office a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar’s Office, the student shall be advised of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask WSU Tech to amend a record should write the WSU Tech school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If WSU Tech decides not to amend the record as requested, WSU Tech will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Note: This does not apply to disputes about grades assigned by faculty. For information on the grade appeal process, refer to Policy 5-01: Academic Code of Conduct.

3. The right to provide written consent before WSU Tech discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

WSU Tech discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for WSU Tech. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include:

- A person employed by WSU Tech in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff).
- A person serving on the board of trustees.
- A student serving on an official committee, such as a disciplinary or grievance committee.
- A volunteer or contractor outside of WSU Tech who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an

attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WSU Tech 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

### **Directory Information**

In compliance with FERPA, WSU Tech defines the following information as “directory information” and may disclose this information at its discretion for any purpose without consent, unless the eligible student specifically requests to not disclose said information:

- Name
- Address
- Telephone listing
- Electronic mail address (e-mail)
- Age in years
- Photograph
- Degree and Major/Program of study
- Dates of attendance
- Enrollment Status
- Grade level
- Honors and awards received
- Degrees conferred, including dates
- Past and present participation in officially recognized activities and sports
- Most recent educational agency or institution attended

In order to restrict all information (including directory) from being released, a signed and dated Request to Withhold Directory Information form must be submitted to the Registrar’s Office. This restriction will remain in place until the student submits a Cancellation of Request to Withhold Directory Information form to have it removed.

### **Release of Information without Consent**

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the

disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within WSU Tech whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information".
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.