

## Privacy of Student Records – FERPA Disclosure

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Procedure: The student should submit to the appropriate university office (listed below) a written request that identifies the record(s) the student wishes to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

- Permanent grade records (transcripts) for all students are kept in the Marion Campus Office of the Registrar.
- For Marion students, discipline records are kept in the Student Development Office and financial records are kept in the Marion Financial Aid and Marion Accounting Offices.
- Online and regional students' personal records are kept in the College of Adult and Professional Studies Office of Student Services. Financial records are kept in the College of Adult and Professional Studies Financial Aid and Accounting Offices.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

If the University decides not to amend the record as requested, the University 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.

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

The University 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 is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA allows the disclosure of five classes of "directory information" as follows:

1. Name, address, email address, telephone number, dates of attendance, class, and religious affiliation.
2. Previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred including dates.
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes, and date and place of birth.
4. Schedule of classes.

5. Photograph.

A student may request in writing that one or all of the five categories of directory information be restricted from publication. Marion campus students would file such a request with the University Registrar. Online and students studying outside of Marion would file such a request with the College of Adult and Professional Studies Office of Student Services. Requests for restriction will be processed within 45 days of written request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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 20202-5901

Indiana Wesleyan University considers the privacy of your personal information a very serious matter. As such we comply with all applicable laws regarding such information. IWU's Privacy Policy may be accessed at <http://www.indwes.edu/legal/>.

More information regarding FERPA and related student rights is available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.