

# Family Education Rights & Privacy Act (FERPA)

## Family Educational Rights and Privacy Act (FERPA) and Access to Institutional Records

West Virginia Wesleyan College, as required by law, guarantees students, who are or have been registered at the College, the right of access to official records directly related to the student. This includes the opportunity for a review process to challenge such records claiming they are inaccurate, misleading, or otherwise inappropriate. West Virginia Wesleyan College is committed to the welfare and privacy of our students. The College shall make every effort to obtain written consent from the student before releasing health information in a non-emergent situation.

Generally, the College must obtain written consent from the student before releasing personally identifiable data from a student's education record. However, FERPA allows these records to be shared, without consent, to the following parties or under the following conditions:

- College officials with legitimate educational interest;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the College;
- Accrediting organizations;
- To comply with a Student Conduct order or lawfully issued subpoena; and,
- Appropriate individuals in cases of health and safety emergencies.

The student's education record includes information in the Offices of Admission, Financial Aid, the Registrar/Academic Services, and Student Development, as specified in the written College policy. Students may both inspect and request copies of this information at their expense. In the implementation of this policy provided for by the Buckley Amendment, there are several factors which students should note:

- Copies of our complete policy on the Family Educational Rights and Privacy Act (FERPA) are available to students in the Office of Student Development.
- Final grade reports are available to students and their faculty advisors through their online Web Advisor or Self-Service accounts.

Certain types of information are classified as public or "directory" information and may be disclosed without a student's written consent. These are name, address, telephone number, Email address, campus box number, major, participation in officially recognized activities and sports, height/weight of athletic team members, dates of attendance, and degrees and awards received. Students wishing to prevent disclosure of any aspect of directory information must file a request with the Office of the Registrar.

In addition to a procedure for a hearing on campus regarding the information included in a student's file, an office has been established by the U.S. Department of Education to investigate and adjudicate alleged violations of /failure to comply with FERPA regulations. For more information on FERPA, please access

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Complaints may be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.

## Communication with Parents

Wesleyan may supply certain information to parents of legally dependent children (those who receive at least one heir financial support from their parents, regardless of age). This information includes notifications of disciplinary action for cases of disciplinary probation, suspension, and dismissal. Other information is kept confidential unless the student's life or wellbeing is in danger. Current students are able to designate proxy access to a specified individual(s) in order to view/pay a bill, view grades and course schedules, and/or access financial aid records. Specific information regarding proxy access is available in the Academic Services Office, the Financial Aid Office or the Office of Student Accounts.