

Dear Student,

We want to take this opportunity to give you a brief summary of your rights under *The Family Educational Rights and Privacy Act* (FERPA), the federal law that governs release of and access to student educational records. These rights include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error on your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational record, except as otherwise authorized by law. Examples of exceptions to consent of disclosure include:
  - a. Access of educational records by WSU officials and agents having a legitimate educational interest in the records. This category generally includes any WSU official or agent who accesses student educational records for the purpose of performing a task or responsibility relating to his or her employment or professional responsibility at the university. These individuals may include faculty, administration, staff, and other university agents who manage student educational record information including, but not limited to, student education, discipline, or financial aid.
  - b. Parents who establish the student's dependency for federal income tax purposes.
  - c. Upon request, WSU will disclose educational records without consent to officials of another college or university to which the student seeks or intends to enroll.
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 and Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605, [www.ed.gov/offices/om/fpco/](http://www.ed.gov/offices/om/fpco/).

WSU has designated the following student information as directory information (personally identifiable information) that it may disclose to the public without the consent of the student:

1. Name
2. Address
3. Telephone Number
4. Major (program of study)
5. Dates of attendance

6. Degree(s) received
7. Full-time/Part-time status
8. Date of birth
9. Honors received

Students have the right to have their directory information made confidential. To request restriction of disclosure, students must file a written request with the Registrar's Office. Forms for this request are available in the Office of the Registrar or on our website, [www.weber.edu/registrar](http://www.weber.edu/registrar).

A copy of the Act, more details about your rights, and any University policies related to the Act are available from the Office of the Registrar at [www.weber.edu/registrar](http://www.weber.edu/registrar).

Questions concerning FERPA should be referred to the Office of the Registrar, SC 101, 1102 University Circle, Ogden Utah 84408-1102.

Mark D. Simpson  
University Registrar  
Weber State University