

The Family Educational Rights and Privacy Act of 1974

Notice to Students

Annually, University of Western States (UWS) informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, the federal law that governs release of and access to student education records. This Act was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction on inaccurate or misleading data through informal and formal hearings.

Please review this brief summary of your rights under FERPA, including the following:

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 Office of the Registrar 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 in 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 your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, student employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the university.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

A copy of FERPA, more details about your rights, and any university policies related to FERPA are available from the Office of the Registrar. Questions concerning FERPA should be referred to the Office of the Registrar.

REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Release of student record information is generally not done at University of Western States without the expressed, written consent of the student. There are, however, some exceptions.

For example, UWS directory information includes the following, and may be released without the student's consent:
name, address, telephone number, email address, date and place of birth, dates of attendance, photograph, enrollment status, degrees and awards received, and most recent previous educational institution attended

Please note that you have the right to withhold the release of directory information. To do so, you must complete the Request for Non-Disclosure of Directory Information form (below.) Please also note two important details regarding placing a "No Release" on your record:

1. UWS receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a "No Release" on your record will preclude release of such information, even to those people.
- 2.A "No Release" applies to all elements of directory information on your record. UWS does not apply a "No Release" differentially to the various directory information data elements.

I hereby request that University of Western States not release any Directory Information from my academic records.
I have read the above Request for Non-Disclosure of Directory Information and understand the consequences

Student Name

Date:

Student Signature

Quarter