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 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
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 the disclosure of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. 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. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials; a person serving on the Board of Trustees; or a student serving on an official 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.
    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/.

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, http://weber.edu/registrar/ferpa.html.

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 http://weber.edu/registrar/ferpa.html.

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

Casey D. Bullock
University Registrar
Weber State University