



FERPA Annual Notice 2024-2025

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. FERPA provides students a number of rights, including:

1. **The right to inspect and review your education record** within 45 days of the University's receipt of an access request. Students should submit a written request identifying the record(s) they wish to inspect to the Office of the Registrar, dean, department chair, or another appropriate official. The university official will make access arrangements and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, 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 that clearly identifies the part of the record you want to be 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 the consent of disclosure include:
 - a. Access to educational records by WSU officials with a legitimate educational interest in the records. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted to provide a service; 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 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. Such complaints may be directed to the U.S. Department of Education's Student Privacy Policy Office,

400 Maryland Ave SW, Washington, DC 20202-8520. More information is available at <https://studentprivacy.ed.gov/file-a-complaint>.

Weber State has designated the following student information as directory information that it may disclose to the public without the consent of the student:

1. Name
2. Physical Address
3. Telephone Number
4. Program of Study/Major
5. Dates of Attendance
6. Degrees received
7. Full-Time/Part-Time Status
8. Honors Received
9. Videos used for educational purposes at WSU

The University may, in its considered discretion, release directory information where the release will aid the University in its mission; where a release is made to benefit students; or to University affiliates and partners. The University will generally not release directory information to marketers or other entities who seek to advertise themselves or their products to students.

Students have **the right to make their directory information confidential**. Students must file a written nondisclosure request with the Office of the Registrar. Forms and more information are available at <http://weber.edu/registrar/ferpa.html>.

More details about your rights and information on related university policies 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, 3885 West Campus Dr. Dept 1102, Ogden, Utah 84408-1102, or to registrar@weber.edu or 801-626-6100.