Policy title FERPA Privacy of Educational Records	Category Registrar
Owner Registrar's Office	

Policy statement

Privacy of Educational Records - FERPA

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and provides students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
Students should submit to the Registrar, Dean, Department Chair or Program Director, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for, 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 the amendment of the student's education records that the student believes is inaccurate or misleading.
Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not a grade-appeal law. The right to challenge grades under FERPA is limited to situations where the grade assigned was inaccurately recorded.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.
FERPA allows the University to disclose records, without consent, to the following parties or under the following conditions:

- Nebraska Wesleyan University officials with a legitimate educational interest*
- Other schools to which a student is requesting transfer or enrollment
- 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 school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

FERPA permits the University to disclose educational record information to a student's parent or guardian if the student is their dependent for federal tax purposes. (**See Parental or Third Party Access to Academic Records)

FERPA also allows the University to disclose directory information without the written consent of the student. Directory information is information that generally would not be considered harmful or an invasion of privacy if disclosed. Nebraska Wesleyan University has designated the following as **directory information**:

Public Directory Information
Nebraska Wesleyan University defines the following as public directory information:
Student name, year at the University (Fr, So, Jr, Sr, etc.), dates of attendance, academic college and major field of study, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, degrees, honors, and awards received, and the most recent educational institution attended.
Public directory information may be released upon request and may appear in university publications or electronic directories. Students may request to restrict the release of their directory information.

Non-Public Directory Information
Nebraska Wesleyan University defines the following as nonpublic directory information:
Local address, permanent address, telephone numbers, and university email address.
Non-public directory information is not released to the public, but it is available to university officials and to the student. If a student has requested additional privacy restrictions, university officials may access this information only when needed to fulfill a legitimate educational purpose.

Students have the right to withhold disclosure of this directory information. Students must notify the Registrar's Office in writing or via approved electronic means, if they do not wish directory information to be released without their permission.

FERPA requires the University to record the disclosure of information to third parties, except for disclosures to school officials, disclosures related to judicial orders and subpoenas, disclosures of directory information and disclosures to the student. Students may inspect and review the record of such disclosures.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA.
The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Phone: 1-800-872-5327

** A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including security and student health personnel); a person or company with whom the University has contracted (including attorneys, auditors, collection agency, the National Student Clearinghouse); a person serving on the Board of Governors; or a student serving on an official committee or assisting another school official in performing his or her tasks.*

****Parental or Third Party Access to Academic Records**

All academic information is sent directly to students. Therefore, parents should establish communication with their sons and daughters if they wish to be informed about their students' schedule and academic progress. Under FERPA, parents of Nebraska Wesleyan students may request in writing and receive their son or daughter's grade information if the student has granted NWU authorization or after providing proof that the student is a dependent and is claimed as a tax exemption. Also, a student may grant a parent (or other third party) access to his/her academic and financial records through his/her WebAdvisor account.

Last revised date
October 4, 2019