
Authority:

Approval Date:

Effective Date:

Revision History:

President's Signature: On File

SECTION 1: Purpose and Scope

- 1.1 This policy outlines the rights of students and the responsibilities of West Liberty University under the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law that protects the privacy of student education records.
- 1.2 This policy applies to all current and former students of West Liberty University, and to all faculty, staff, and administrators who have access to student education records.

SECTION 2: Definitions

- 2.1 **Student:** Any individual who is or has been in attendance at West Liberty University and for whom the University maintains education records.
- 2.2 **Education Records:** Records that are directly related to a student and maintained by the University or by a party acting for the University. These may include, but are not limited to, grades, transcripts, class schedules, disciplinary records, and financial aid records.
- 2.3 **Directory Information:** Information not generally considered harmful or an invasion of privacy if disclosed. West Liberty University has designated the following as directory information:
 - 2.3.1 Student's Official Name
 - 2.3.2 Student's hometown (City, County, State, Country)
 - 2.3.3 Parents' names
 - 2.3.4 Major and minor fields of study
 - 2.3.5 Dates of attendance
 - 2.3.6 Degree(s) and date(s) conferred, including anticipated graduation date
 - 2.3.7 Previous educational institution attended

2.3.8 Photographs, videos, and other media containing a Student's image or likeness

2.3.9 Honors and awards received

2.3.10 Classification or class status

2.3.11 Participation in officially recognized activities and sports

2.3.12 Weight and height of members of athletic teams

2.3.13 Duties and responsibilities, including dates of service, of graduate assistants, student workers, interns, or student volunteers

- 2.4 **Limited Use Directory Information:** Information that is not to be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication in official University publications or on social media sites or websites hosted or maintained by, on behalf of, or for the benefit of the University, including the University's online directory and internal email system; (2) University officials who have access, consistent with FERPA, to such information and only in conjunction with a legitimate educational interest; (3) external parties contractually affiliated with the University; and (4) military recruiters.

West Liberty University designates the following categories of student information as "Limited Use Directory Information":

2.4.1 University-issued student electronic mail addresses ("Email Addresses")

2.4.2 Student's complete official address

2.4.3 Student's telephone number

2.4.4 Student's age and date of birth

2.4.5 Student's place of birth

2.4.6 Addresses of parents

Students may request that their directory information not be released by submitting a written request to the Registrar's Office.

SECTION 3: Student Rights Under FERPA

- 3.1 Students have the right to:

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- 3.1.1 **Inspect and Review Education Records.** Students may submit a written request to inspect their education records. Access will be granted within 45 days of the request.
 - 3.1.2 **Request Amendment of Records.** If a student believes their education record is inaccurate or misleading, they may request an amendment in writing. If the request is denied, the student will be informed of their right to a formal hearing.
 - 3.1.3 **Consent to Disclosures.** The University will not disclose personally identifiable information from a student's education record without written consent, except as permitted by law (see Section 4).
 - 3.1.4 **File a Complaint.** Students have the right to file a complaint with the U.S. Department of Education concerning alleged violations of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

SECTION 4: Exceptions Permitting Disclosure Without Consent

- 4.1 The University may disclose education records without consent to the following parties or under the following conditions (34 CFR §99.31):
 - 4.1.1 School officials with legitimate educational interest: 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.
 - 4.1.2 Other schools to which a student is transferring
 - 4.1.3 Specified officials for audit or evaluation purposes
 - 4.1.4 Appropriate parties in connection with financial aid
 - 4.1.5 Organizations conducting studies for or on behalf of the school
 - 4.1.6 Accrediting organizations
 - 4.1.7 To comply with a judicial order or lawfully issued subpoena
 - 4.1.8 Appropriate officials in cases of health and safety emergencies

4.1.9 Parents of dependent students (as defined by IRS regulations)

4.1.10 Directory information (unless the student has opted out)

SECTION 5: Safeguarding Student Records

5.1 West Liberty University takes the confidentiality and security of student records seriously. All employees are required to comply with FERPA guidelines and participate in regular training. Access to education records is granted only to authorized individuals with a legitimate educational interest.

SECTION 6: Annual Notification

6.1 West Liberty University will inform students annually of their rights under FERPA via the Student Handbook and via email.