

# WASHINGTON STATE COLLEGE OF OHIO

## PRIVACY AND RELEASE OF STUDENT EDUCATION RECORDS

FERPA: The Family Educational Rights and Privacy Act of 1974 (Public Law 98-380)

### Introduction

Washington State College of Ohio is committed to maintaining the confidentiality of student records and abides by Public Law 98-380, The Family Educational Rights and Privacy Act of 1974, as amended.

The law ensures the confidentiality of student records, permits students access to their records and prohibits the release of records except by permission of the student or by court order, while permitting the continued release of "directory information" without specific permission from the student.

### Definitions

For the purposes of this policy, WSCO has used the following definitions of terms:

**Student** - any person who attends or has attended Washington State College of Ohio.

**Education records** - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by WSCO or an agent of the College which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those personnel providing the treatment.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

### Annual Notification

Student will be notified of their FERPA rights annually. This information is also available in the student handbook.

### Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodian.

Students should submit to the records custodian or an appropriate College staff person a written request which identifies precisely as possible the record or records he or she wishes to inspect.

The records custodian or appropriate College staff person will make arrangements as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

### Limitation on Right of Access

Washington State College of Ohio reserves the right to refuse a student to inspect the following records:

- The financial statements of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
- Records connected with an application to attend WSCO.
- Those records which are excluded from the FERPA definition of education records.

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### Refusal to Provide Copies

Washington State College of Ohio reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA when the student:

- Has an unpaid financial obligation to the College.
- Has an unresolved disciplinary action.
- Requests an education record that is an exam or set of standardized test questions.

### Locations/Custodians of Education Records

The following is a list of the locations and custodians of records that the College maintains:

- Business Office: Controller
- Records Office: Registrar
- Student Services: Vice President of Institutional Advancement
- Nursing Offices: Director of Practical Nursing and Director of Associate Degree Nursing
- Advisor Records: Deans' Offices, Faculty Offices
- Human Resources Office: Director of Human Resources

### Fees for Copies of Records

The fee for copies will be 25 cents per page.

### Disclosure of Education Records

Washington State College of Ohio will disclose information from a student's education record only with the written consent of the student, except the records may be disclosed without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records. A school official is:
  - A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff
  - A person elected to the Board of Trustees
  - A person employed by or under contract to the College to perform a special task, such as the attorney, or auditor
  - A student serving on an official committee, such as disciplinary or grievance, or who is assisting another school official in performing his or her tasks
- A school official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or contract agreement
  - Performing a task related to a student's education
  - Performing a task related to the discipline of a student
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
  - Maintaining the safety and security of the campus
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
  - In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid
- To state and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the College.
- To accrediting organizations to carry out their functions.
- To parents of an eligible student who is claimed as a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.

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### Disclosure of Education Records, continued

- To individuals requesting directory information so designated by the College.
- The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

### Record of Requests for Disclosure

Washington State College of Ohio will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

### Directory Information

Washington State College of Ohio designates the following items as directory information and may disclose any of these items without prior written consent, unless notified in writing to the contrary:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Enrollment status (e.g. full-time or part-time)
- Participation in officially recognized activities
- Dates of attendance
- Degrees, honors, and awards receive
- The most recent educational agency or institution attended
- Grade level

While the College considers the above categories' information as public information, it is current practice of the records office to release only the following:

- Graduation lists, academic honor lists (including the President's and Dean's list)
- Names and addresses of recipients of academic scholarships and prizes
- Names and addresses of participants in officially recognized activities
- Degrees earned
- The student has the right to instruct the College not to publish directory information without a signed release from the student
- The College does not release "mailing lists" to commercial solicitors

For more information regarding FERPA, visit [www.familypolicy.ed.gov](http://www.familypolicy.ed.gov)