

## Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords students certain rights with respect to their education records. They are:

**1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

Students should submit to the registrar, vice president of academic affairs, associate dean of enrollment management, academic department chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College 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 are inaccurate or misleading.**

Students may ask Westfield State College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College 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.

**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 disclosure without consent.**

Unless a student specifically requests in writing that his/her prior consent be obtained, an educational institution may make public "Directory Information" about a student, which at WSC includes:

- Name
- campus address
- date and place of birth
- campus telephone listings
- schools attended, degrees and awards received
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- the most recently attended educational institution.

However, to protect the safety and security of our students, Westfield will release only local telephone numbers and will not release address information, except in the context of requests under the Freedom of Information Act.

A request made by students to suppress from public distribution the above mentioned information is to be made in writing annually and submitted to the Student Administrative Services Center, no later than October 1 of the academic year for which the information is being made public.

As this law is interpreted at Westfield State College, the College may not release information about a student's academic performance or any other aspect of a student's college life to anyone, including the student's parents, without the written authorization of the student. If a student is declared as a dependent on a parent's Federal Income Tax Form, the parent has a right to this information. It is up to the parent to establish the dependent status of the student, or to the student to provide written authorization to the college to release such information to the parent. Other exceptions to FERPA are provided by law and are published in the Student Handbook.

Further information on the Family Education Rights and Privacy Act of 1974 may be obtained from the Office of the Assistant to the Associate Vice President of Academic Affairs or the Vice President of Student Affairs.

The College may disclose any of these items without prior written consent, unless the student has submitted a written request to the Office of the Registrar not to release directory information pertaining to them. Requests will be processed within 24 hours after receipt.

Westfield State College will disclose information from a student's education records only with the written consent of the student, except:

**A.** To school officials with legitimate educational interests;

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance 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 responsibility.

**B.** To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;

**C.** To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the College, and accrediting organizations;

**D.** In connection with a student's application for, and receipt of, financial aid;

**E.** To comply with a judicial order or lawfully issued subpoena;

**F.** To parents of dependent students as defined by the Internal Revenue Code, Section 152;

**G.** To appropriate parties in a health or safety emergency; or

**H.** To the alleged victim of any crime of violence or the results of any disciplinary proceedings conducted by the College.

**I.** The College may disclose the result of a disciplinary proceeding to a parent or guardian as long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of College drug or alcohol policies, or any federal, state, or local law.

**J.** To students currently registered in a particular class section, the names and e-mail addresses of others on the roster may be disclosed in order to participate in class discussion.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Westfield State College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.