

## **Student Rights to Records (Family Educational Rights and Privacy Act of 1974)**

WITC annually informs students of the Family Educational Rights and Privacy Act of 1974.

This act protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failure by the institution to comply with the act. Students have the right to the following:

- Inspect and review information contained in educational records.
- Challenge the contents of their educational records.
- Request a hearing if the outcome of the challenge is unsatisfactory.
- Submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
- Prevent disclosure with certain exceptions of personally identifiable information.
- Secure a copy of the institutional policy that includes the location of all educational records.
- File complaints with the Department of Health, Education and Welfare concerning alleged failures by institutions to comply with the act.

All requests to review educational records must be made in writing to the college registrar.

The college policy explains in detail the procedures to be used by the institution to comply with the provisions of the act. Copies of the policy can be found in the Student Services office and questions concerning the Family Educational Rights and Privacy Act may be referred to the Student Services office.

In complying with FERPA guidelines, WITC will release the following directory information without the consent of the student:

- |                                       |   |
|---------------------------------------|---|
| → Your name                           | → Academic honors received  |
| → Local address and permanent address | → Enrollment dates  |
| → Telephone number(s)                 | → Academic credits earned toward degree/diploma                     |
| → Your e-mail address                 | → Matriculation date (the date you entered your program)            |
| → Birth date                          | → Withdrawal date(s) (or date of death)                             |
| → Major field of study                | → Type of degrees/diplomas and date granted                         |
| → Classification and Year             | → Follow-up/placement summary reports (no identifiable information) |
| → Credit load                         | → Client reporting aggregated data (no identifiable information)    |

Students have the right to inform WITC that any or all of the above information should not be released without their prior consent. Students who wish to do this must complete the necessary form revoking any or all of the public information listed. Revocation remains in effect even after the student no longer attends WITC. Forms are available in the Student Services office.

## **Annual Notification of Student Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) 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 may request to inspect their records from the campus dean of students.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college registrar, 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 under the Academic Appeals Process.
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.
  - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals employed by the college as researchers, teachers, advisors, counselors, deans, administrative officials

- responsible for some part of the academic enterprise or one of the supporting activities; support staff and student personnel employed to assist college officials in the management of educational records; a person, company or agency with whom the college has contracted for a service; college committees (including student members), a person or company with whom WITC has contracted (such as an auditor, attorney, or collection agent).
- b. 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.
  - c. The college may disclose education records to other colleges or universities where the student is dually enrolled, seeks, or intends to enroll in that institution.
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. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

### **Directory Information**

FERPA further provides that certain information designated as "Directory Information," concerning the student may be released by the college unless the student has informed the college that such information should not be released.

The college designates the following as public or "Directory Information:" student's name, address, telephone number, electronic mail address, hometown, age, college, major field of study, student status; full-time or part-time registration or not currently enrolled, dates of attendance, participation in officially recognized, degrees and awards received, academic and other honors.

As a matter of normal practice, Wisconsin Indianhead Technical College does not sell or release "Directory Information" to commercial third parties, unless required to do so by law.

Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests and others as indicated above. To do so, a student must file a request to withhold directory information form with the Student Services office. Once filed, this request becomes a permanent part of the student's record until the student instructs the college, in writing, to have the request removed.

Questions about FERPA may be directed to the registrar, Wisconsin Indianhead Technical College, 505 Pine Ridge Drive, Shell Lake, WI, 54871. The complete policy is available in the Student Services office or on **My WITC** under Resources.