

WHEATON COLLEGE

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The *Family Educational Rights and Privacy Act* (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review your education records not less than 48 hours and not more than 45 days from the day the College receives a request for access. If you wish to review your records, you must submit a written request to the appropriate College official identifying the records you wish to inspect. That College official will then make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom your request was submitted, that official will advise you of the correct official to whom the request should be addressed.
2. The right to request an amendment of your education record if you believe it is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. If you wish to seek an amendment to your record, you must submit a written statement to the College official responsible for the record, clearly identifying the part of the record that you want changed and stating why you believe it is inaccurate, misleading, or otherwise in violation of your privacy rights. That office will notify you in writing of its decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to provide written consent prior to disclosure of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without such consent. One exception, which permits disclosure without consent, is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" the information from your education record in order to fulfill his or her official duties. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: College faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the College.
4. The right to file a complaint with the U.S. Department of Education (DOE) concerning alleged failures by Wheaton College to comply with the requirements of FERPA. The name and address of the DOE office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 South Maryland Avenue, SW
Washington, DC 20202-5901

Release of student record information is generally not done at Wheaton College without the express written consent of the student. Exceptions to this statement include "Directory Information" and where otherwise permitted by FERPA.

"Directory Information" includes the following, which may be released without the student's consent: name, local address, home address, e-mail address, local telephone number, home telephone number, photograph, date and place of birth, name, address and telephone number of parent, guardian and/or spouse as provided by the student, class year, dates of attendance, enrollment status (including current enrollment, full-time/part-time, withdrawn), major field(s) of study, degrees, honors and awards received (including Dean's List), graduation date, name and dates of most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

You have the right to withhold the release of Directory Information. To do so, you must complete a "Request for Non-Disclosure of Directory Information" form which is available in the Registrar's Office no later than September 10 of each academic year. FERPA does not afford the right to restrict the College from disclosing whether you were ever enrolled at the College or any degrees awarded by the College. Please note two additional important details regarding placing a "No Disclosure" on your record:

1. Wheaton College receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, loan agencies, and churches. Having a "No Disclosure" on your record will preclude release of such information, even to these people.
2. A "No Disclosure" applies to ALL elements of directory information on your record. The only exception is that Wheaton College will allow students who have completed a "Request for Non-Disclosure of Directory Information" form to authorize the release of only their local and permanent address and phone for the campus directory and switchboard.

A copy of The *Family Educational Rights and Privacy Act* (FERPA), more details about your rights and any Wheaton College policies related to the *Act* are available from the Office of the Registrar. Questions should be directed to the Registrar's Office (SSB, Room 222).

Margaret S. King, Registrar
Peggy.King@wheaton.edu

August 2011