

# Western Wyoming Community College Notification of Student Rights under the Family Educational Rights and Privacy Act (FERPA)



FERPA (also known as the Buckley Amendment) was originally passed in 1974. It has been amended several times since, but the essence remains unchanged.

Primary rights for students under FERPA include:

- Right to inspect and review education records within 45 days of the day the request is received. Submit your request in writing to Registration & Records. Please be sure to identify all records you wish to review. Only records originating at Western Wyoming Community College will be copied for the student. We will not copy transcripts from other schools or other information originating elsewhere.
- Right to seek to amend educational records. If you think that something in your file inaccurate, you may make a written request to have that record changed. Supporting documentation must be provided. We will notify the student in writing when the decision is made whether the record will be amended.
- Right to have some control over the disclosure of information from educational records except to the extent that FERPA authorizes disclosure without consent. WWCC officials with legitimate educational interests may view a student's records. This includes student or Board of Trustee members of disciplinary or grievance committees.
- Right to file a complaint with the U.S. Department of Education concerning alleged failures by WWCC 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 Ave., SW  
Washington, DC 20202-5920

**What is covered?** *ALL* educational records which 1) contain information directly related to a student, and 2) are maintained by Western Wyoming Community College or by a party acting for WWCC.

Some Exceptions:

- Records created and maintained by a law enforcement unit for a law enforcement purpose.
- Employment records (unless contingent upon attendance), which is generally interpreted to mean student worker records are covered.
- Records about the student after he/she is no longer enrolled (alumni)

**Directory Information:** Institutions may identify and release directory information about students. Western has identified the following as directory information:

- Name
- Address(es)
- Phone number(s)
- E-mail
- Major
- Enrollment status
- Class lists used within online courses
- Dates of Attendance
- Degrees/Awards
- Photographs
- Weight and height of athletes
- Participation in officially recognized activities and sports

**Recent Amendments to the Law:** FERPA now permits the release of information to appropriate parties in connection with an emergency if knowledge of that information is necessary to protect the health and safety of the student or other individuals. The determination to release information would be made by the Dean of Students, or the Vice President for Student Services.

Please address any questions to the Registrar, who is WWCC's designated FERPA officer.

*Updated R&R 4/2019*