

## Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University 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 University 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 the University to amend a record that they believe is inaccurate or misleading. They should write the University 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 University decides not to amend the record as requested by the student, the University 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, 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. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WSC to comply with the requirements of FERPA. Submit complaints to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

### Public Notice of Directory Information

Warner University hereby designates the following student information as public or "Directory Information." This information may be disclosed by the University without the student's prior consent under the conditions set forth in FERPA.

- Publication in future student directories: name, address, phone number, email address
- Demographic information: date and place of birth and publication information.
- Academic Information: Name, enrolled hours, enrollment status, total hours, college major, dates of attendance, degrees and awards received (including Dean's List), most recent previous school attended, participation in officially recognized activities and sports, height and weight of athletes, other similar information

Directory Information cannot include:

- Social Security or other Student Identification numbers
- Grades or GPA
- Ethnicity, race, nationality, gender or religion

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure of information, students must present themselves with photo ID to the Registrar's Office and complete the Request to Prevent Disclosure of Directory Information form. You may present this form at anytime and will immediately take effect. Warner University assumes that failure on the part of the student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

Former students may not place a new request to withhold disclosure of directory information on their education records. However, the student may request the removal of such a hold.

[Click here for more information.](#)