



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Faculty and Administration Access to Student Records Policy

Policy Number: EC.11.02.170718

Applies to: Elson S. Floyd College of Medicine Faculty, Administration and Staff

Date: 04/24/2020

1.0 Policy Statement:

It is the policy of the Elson S. Floyd College of Medicine to provide access to students' educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Washington State University (WSU) policy.

2.0 Definitions:

FERPA (20 U.S.C. § 1231g; 34CFR): The Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records.

Education Records: any record that is maintained by the institution and contains information that is directly related to a student, including enrollment information, grades, advising files, admission information and any other records related to the student.

Directory Information: information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. [WAC 504-21-050\(5\)](#) establishes what constitutes [directory information](#) at WSU.

3.0 Responsibility:

Assistant Dean for Student Affairs

4.0 Procedures

The Family Educational Rights and Privacy Act ([FERPA](#)) affords students certain rights with respect to their educational records. These rights are listed at [WSU FERPA – Rights and Responsibility](#).

If a faculty and/or administration member has a valid reason to need to access a student record, they must submit [an online Information Requests Form](#) identifying the record(s) that they wish to inspect and for what purpose. This form is sent to the Office of Admissions, Student Affairs, and Inclusion and the Assistant Dean will work with the owners of the educational record to determine if this need is valid.

Requests from faculty and administration members that cannot be filled internally, or for requests from outside of WSU, require the involvement of the WSU Registrar's Office. These requestors will be required to email recordrequest@list.wsu.edu for a form to complete.

Release of Information

WSU may release student directory information unless students have restricted their information from being released publicly. Education records or personally identifiable information contained

Faculty and Administration Access to Student Records Policy 7/18/2017

in education records will only be released upon the student's written consent or other applicable FERPA exception. Information on when WSU will release student information is contained in [WAC 504-21-050](#). For more information on FERPA and release of information under FERPA, please see WSU's [FERPA](#) notice or the Department of Education's [website](#).

5.0 Related Policies or Law

Federal Law: The Family Educational Rights and Privacy Act (20 U.S.C. § 1231g; 34CFR Part 99)

Washington Administrative Code Chapter 504-21

6.0 Key Search Words

Student records, release of information, directory information
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7.0 Revision History

Original Approval	Policy number	Date Approved
5/6/2016	EC.11.02	5/6/2016
	EC.11.02.170516	5/16/2017
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Responsible Office: ESFCOM Office of Student Affairs

Policy Contact: ESFCOM Associate Dean Student Affairs

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