



# Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Students' Right to Access Academic Records Policy

Policy Number: EC.11.01.170718

Applies to: All Medical Students

Date: 04/24/2020

## 1.0 Policy Statement:

It is the policy of the Elson S. Floyd College of Medicine to adhere to the Washington State University (WSU) policy regarding student records. Federal law requires WSU to annually notify current students of their rights under the Family Educational Rights and Privacy Act (FERPA).

## 2.0 Definitions:

*FERPA:* The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

*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 of 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](#).

Students have the right to inspect and review their educational records. To do so, students must submit [an online Information Requests Form](#) identifying the record(s) that they wish to inspect. The Assistant Dean for Student Affairs will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions, Student Affairs, and Inclusion, the Assistant Dean for Student Affairs will advise the student of the correct official to whom can assist with the request.

## Release of Information

WSU may release student directory information unless students have [restricted](#) their

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information from being released publicly. Education records or personally identifiable information contained 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 Policy:

Faculty and Administration Access to Student Records EC.11.02.170516

[WSU FERPA Policy](#)

[WAC 504-21-050](#)

## 6.0 Key Search Words

Student records, disclosures, FERPA, privacy
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## 7.0 Revision History

Original Approval	Policy Number	Revision Approval Date
7/18/2017	EC.11.01.170718	04/24/2020

**Responsible Office:** Office of Admissions, Student Affairs, and Inclusion

**Policy Contact:** Assistant Dean Student Affairs

**Supersedes:** EC.11.01.170718 dated 07/18/2017