1.0 Policy Statement

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

2.0 Definitions

- **Directory information:** Information contained in a student’s educational record 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.

- **Education records:** Any record that is maintained by the institution and contains information that is directly related to a student, including enrollment information, grades, and advising files. This does not include letters of recommendation which the student waived their rights to.

- **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.

3.0 Responsibility

Office of Student Experience (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 Request 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 Student Experience, the Assistant Dean for Student Affairs will arrange for access.
Affairs will direct the student to the correct office who can assist with the request.

5.0 Related Policies

Faculty and Administration Access to Student Records EC.11.02.170516
WSU FERPA Policy
WAC 504-21
WAC 504-21-050

6.0 Key Search Words

Student records, disclosures, FERPA, privacy

7.0 Revision History

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