

## MEMORANDUM

**TO:** Amy Nielsen, Executive Secretary  
Faculty Senate

**FROM:** Becky Bitter, Registrar's Office

**FOR:** Academic Affairs Committee

**DATE:** 23 October 2019

**SUBJECT:** Proposal to Establish New Rule 142, Student Rights Regarding Education Records

At its meeting on October 22, 2019, AAC approved a proposal to establish new Rule 142, Student Rights Regarding Education Records. The following information has been part of the Summary of Academic Policy section of the catalog and reflects current policy. The text from that portion is being merged into the academic regulations to benefit students and others.

While the text below does describe current policy, it should be noted that AAC members were interested in investigating what possibilities there might be for students to customize what is “directory information” for them. The University Registrar and others will be reporting back to AAC with additional information and in future revisions to this rule may be presented.

### 142. STUDENT RIGHTS REGARDING EDUCATION RECORDS

Federal law requires Washington State University to annually notify students currently in attendance at the University of their rights under the Family Educational Rights and Privacy Act (FERPA). See <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Under FERPA, a student has the right to:

1. Inspect and review his or her education records. “Education records” means those records that are directly related to a student and are maintained by Washington State University or by a party acting for Washington State University.
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. File with the Department of Education a complaint concerning alleged failures by Washington State University to comply with the requirements of FERPA.

Federal law also requires that WSU employees, prior to receiving access to education records, receive training about the rights of students and their education records as governed by FERPA (Family Educational Rights and Privacy Act).

Washington State University may release directory information contained in a student's education records. "Directory information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes the following: name (including any former name); local and permanent addresses; telephone numbers; email addresses; major and minor fields of study; participation in officially recognized sports; weight and height of members of athletic teams; dates of attendance; enrollment status (e.g., undergraduate, graduate, full-time or part-time); class standing (e.g., junior, senior); status as graduate assistant and assignment; degrees, certificates, and awards received, including the President's Honor Roll; and the most recent previous educational institution attended by the student.

Restricting directory information: Students may request that WSU not release directory information by choosing "FERPA Restrictions" under their profile in myWSU. When students restrict their directory information, their names will not be published in the campus directory, and WSU will not release their names in any WSU press releases, including President's Honor Roll notification to hometown newspapers. In addition, WSU will not be able to verify any degrees earned without signed consent.

Granting access to education records: Students may authorize a parent, spouse, employer or other third party to access their official WSU records, including account balances, class schedules, financial aid, scholarships, and grades. Students designate which information to share (access is read only) by choosing "Third Party Access" under their profile in myWSU. Alternatively, students may request that their education records be shared with specific individuals or departments by providing a written, signed request.

The Washington State University policy on student records can be found in the Washington Administrative Code 504-21 online. Contact the Office of the Registrar at 509-335-5346 or see <http://www.registrar.wsu.edu/ferpa-rights-and-privacy/> for more information.

At this time, Faculty Senate review and approval is recommended, to be effective fall 2020.