

November 5, 2020

Information about the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records and affords eligible students certain rights with respect to their education records. FERPA requires that we notify students annually of their rights under this law.

Wichita State University accords all rights under the law to students. Those rights are:

1. The right to inspect and review the student's education records

Students may inspect and review their education records upon request to the appropriate unit's record custodian. Students should submit a written signed request which identifies as precisely as possible the record or records they wish to inspect. A student must present appropriate identification before being permitted to review their record. The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within a reasonable period of time, not to exceed 45 days after the receipt of the request.

2. The right to request amendment of the student's education records which are believed to be inaccurate, misleading or otherwise in violation of the student's privacy or other rights

Students have the right to ask to have records corrected that they believe are misleading, inaccurate, or in violation of their privacy rights under FERPA. If the student considers the record inaccurate, they can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation. Specific steps in this process can be found in the university catalog at <http://catalog.wichita.edu>.

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

The University will obtain the written consent of the student before disclosing personally identifiable information from education records, other than directory information, except as otherwise provided in FERPA. The list of the disclosures allowed without consent includes, but is not limited to: (a) school officials with a legitimate educational interest, (b) other schools to which a student is transferring, (c) specified officials for audit or evaluation purposes, (d) specified parties in connection with financial aid, (e) accrediting organizations, (f) organizations conducting certain studies for or on behalf of the university, etc. A full list of disclosures permitted without student consent can be found in the course catalog(s). The University may also disclose, without consent, directory information (e.g., student's name, address, telephone number, etc.). However, the university must inform students about the ability to disclose such directory information and provide students a reasonable amount of time to request that the University not disclose such information. If a student wishes to have such information withheld, he or she must notify the Office of the Registrar in writing, using the form found at www.wichita.edu/registrar. A full list of WSU's directory information can be found at <http://www.wichita.edu/ferpa>.

The right to file with the U.S. Department of Education a complaint concerning alleged failures by Wichita State University to comply with the requirements of FERPA.

If a student believes that the University is not in compliance with FERPA, they should check first with the office involved and/or the Office of the Registrar (102 Jardine Hall, 316.978.3090). If a student then wishes to file a complaint with the federal government concerning the University's failure to comply with FERPA, he or she must submit the complaint, in writing, within 180 days of an alleged violation, to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave. S.W., Washington, D.C. 20202-8520.

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