

## Education Records and Student's Right to Privacy

Students are the “owners” of their education records, and the institution is the “custodian” of the records.

**An education record is defined** as any record that directly identifies a student and is maintained by the institution, education agency or by a party acting for the institution or education agency. A key distinction of education records is that education records are shared. Education records can exist in any medium including the following handwritten, typed, computer generated, videotape, audiotape, film, microfilm, e-mail, and others.

**The Family Educational Rights and Privacy Act (FERPA)** (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.

Webber International University must have written permission from the eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Webber may disclose, without consent, “directory” information. The Student handbook annually notifies current students of their FERPA rights.

### Directory Information:

**Releasable items** that are not generally considered sensitive or confidential:

- Student name, Address, E-mail address, Phone number
- Height, weight and photos of athletic team members
- Date and Place of birth (used with caution)
- Major and minor field of study
- Class level
- Dates of attendance
- Enrollment status
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned and date earned degrees
- Photographic, video or electronic images of students taken and maintained by the institution

A student may request in writing that Directory Information not be released by contacting the Registrar or the Dean of Student Life. Contact registrar@webber.edu for information or questions. A paper copy of the FERPA policy is available on request.

Students have a right to inspect, review and also seek to amend their education records. Student should contact the Registrar in the Registrar's Office at 863-638-2930 or by email to registrar@webber.edu. The Registrar will make an appointment with the student for a review of the education record with the student.