

Western Wyoming Community College Notification of Student Rights under the Family Educational Rights and Privacy (FERPA)

FERPA (also known as the Buckley Amendment) was originally passed in 1974. It has been amended several times since, but the essence remains unchanged.

Primary rights for students under FERPA include.

- Right to inspect and review education records within 45 days of the day the request is received. Submit your request in writing to the enrollment services office. Please be sure to identify all records you wish to review. Only records originating at Western Wyoming Community College will be copied for the student. We will not copy transcripts from other schools or other information originating elsewhere.
- Right to seek to amend educational records. If you think that something in your file is inaccurate, you may make a written request to have that record changed. Supporting documentation must be provided. We will notify the student in writing when the decision is made whether the record will be amended.
- Right to have some control over the disclosure of information from educational records except to the extent that FERPA authorizes disclosure without consent. WWCC officials with legitimate educational interests may view a student's records. This includes student or Board of Trustee members of disciplinary or grievance committees.
- Right to file a complaint with the U.S. Department of Education concerning alleged failures by WWCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Ave., SW
 - Washington, DC 20202-4605

What is covered? *ALL* educational records which 1) contain information directly related to a student, and 2) are maintained by an educational agency or institution or by a party acting for the agency or institution.

Some Exceptions:

- Records created and maintained by a law enforcement unit for a law enforcement purpose.
- Employment records (**unless contingent upon attendance**)—which is generally interpreted to mean student worker records are covered.
- Records about the student after he/she is no longer enrolled (alumni)
- Various other categories that don't generally apply to WWCC

Directory Information: Western has identified the following information as directory information meaning we will release it if the student has granted permission on the application for admission or registration information sheet. We do not publish a directory so **every situation is handled on a case-by-case basis based on the privacy code entered on DEC. There are levels of privacy with the most stringent not allowing even employees to view information and for this category**

Name

Address(es)

Phone(es)

E-mail

Major

Full-time or part-time

Dates of Attendance

Degrees/Awards

Photographs

Weight and height of athletes

Participation in officially recognized activities and sports

Again, all releases are based on the privacy code attached to the student. Under no circumstances are social security number or other identifying student numbers released.

If there is any question about the law and how we adhere to it, the Dean for Student Affairs is WWCC's designated FERPA officer.

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