

## **Student Education Records**

Wabash College ("Wabash") recognizes and acts in full compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Subject to FERPA limitations and in accordance with FERPA requirements, a Wabash student or a dependent Wabash student's parent(s) shall have the right to inspect and review the Wabash student's education records.

Subject to FERPA limitations and in accordance with FERPA requirements, a Wabash student shall have the right to:

(1) Request the amendment of the Wabash student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the Wabash student's privacy or other rights;

(2) Consent to disclosures of personally identifiable information contained in the Wabash student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and

(3) File complaints with the United States Department of Education concerning alleged failures by Wabash to comply with the requirements of FERPA and its regulations. To exercise the right of inspection, a Wabash student or the parent(s) of a dependent Wabash student should present to the Wabash Registrar, Dean, or head of the respective academic department (or other appropriate official) a written request identifying the specific records to be examined. The inspection will be made at an agreed-upon time during reasonable business hours within 45 days after receipt of the written request. A Wabash official will be present during the inspection. A parent must submit sufficient proof of identity and student dependency before inspection of education records will be permitted. Records not subject to inspection include financial records of parents and confidential letters and statements of recommendation, if a student has waived his right to review such confidential letters and statements of recommendation.

A Wabash student who believes that information in the education records should be corrected should advise the Registrar, Dean of Students, or head of the respective academic department (or other appropriate official) in writing of the proposed amendment. If the matter cannot be resolved through an informal conference, the Wabash student may file a statement of the relief requested and request a hearing. If it is determined that information in the education record is not inaccurate, misleading or a violation of the Wabash student's rights, the Wabash student has the right to submit a statement to be included in the education record.

FERPA permits Wabash to release, without consent, certain directory information, which includes the Wabash student's name, local home and cell phone number, local and home address, e-mail and electronic messaging address, date and place of birth, age, major field of study, participation in officially recognized activities and sports, class standing, weight and height of members of athletic teams, honors, awards, and scholarships earned,

photographs, dates of attendance, degree received, post-graduate plans, and most recent previous educational agency or institution attended. A Wabash student may request that directory information not be released without prior written consent by filing a written statement with the Wabash Registrar two weeks prior to enrollment.

Wabash's policy and FERPA also allow for disclosure of student education records in certain other situations, including to Wabash officials who have legitimate educational interests. A Wabash official is a person employed by Wabash in an administrative, supervisory, academic, or support staff position (including: law enforcement and health staff; a person or company with whom Wabash has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another Wabash official in performing his or her tasks. A Wabash official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A Wabash student may file a complaint with the U.S. Department of Education concerning alleged failures by Wabash to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

In accordance with the Solomon Amendment, Wabash College is required to allow military recruiters access to the campus and to provide them with student recruitment information. This includes the following: name, local address and phone number, age or date of birth, level of education and major.