



## WEBB INSTITUTE

### Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- **The right to inspect and review the student's education records within 45 days of the day Webb Institute receives a request for access.**
  - Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**
  - Students may ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **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.**
  - One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institute in an administrative, supervisory, academic or research, or support staff position (including security personnel) a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Parental Notification on Student Records and College Matters**

Parental rights of access to educational records depend on the student's financial status, either dependent or independent, if the adult student is financially independent, parents have no right of access without the student's consent. If, however, the student is a financial dependent, a parent/guardian's request for educational records is honored by Webb Institute. It is the student's responsibility to clarify and document his/her financial status and acknowledge acceptance of the Institute's disclosure policy upon admission and to update such information via the Registrar's office. [See Attached Form.](#)

Students will receive their mid-semester grades and end of semester grades from the Webb Learning Management System—Populi. Mid-semester grades are progress grades and do not appear on official transcripts.

It is Webb Institute's policy that parents will be informed if a health or safety emergency involves their son or daughter.

Webb Institute reserves the right to notify parents/guardians in situations where a student under the age of 21 violates the alcohol and drug policy. A letter will be mailed from the President of Webb Institute.

### **Directory Information**

Directory information is distributed without prior consent of the student. Webb Institute, in accordance with the Act, has designated the following information about students as public (directory) information.

- Name
- Address
- Email address
- Digitized image/photograph/video
- Program of study
- Dates of attendance
- Participation in officially-recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors, scholarships, and awards received
- Previous educational institution attended

However, students who do not wish such information to be released or made public may inform the Registrar's office and can note this on the attached form. Please be aware that certain employers of Webb student interns do request the information from the Registrar.

Students have the right to file a complaint with the U. S. Department of Education concerning alleged failures by Webb Institute 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