

FERPA ANNUAL NOTIFICATION

Annually, West Virginia State University (WVSU) informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act, with which WVSU intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Office of the Registrar concerning alleged failures by WVSU to comply with the Act.

For more information regarding FERPA, or to download the FERPA and/or Disclosure of Directory Information form(s), please visit our [FERPA](#) webpage.

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, vice president of student development or other appropriate official written requests that identify the record(s) they wish to inspect. A form can be obtained from the Office of the Registrar that the student may use to request access to Academic Records. Other offices or departments will develop their own method-granting access. After the written request, each office or department 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 University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of anything in the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They may write or use the appropriate form as designated by each office to the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University 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.

3. The right to consent to disclosures of all personally identifiable information contained in the student's education records, except directory information as stated above and other provisions of FERPA that authorize 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 University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted for a service (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; 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; or a volunteer or other non-employee with legitimate educational interests.

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.

Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll and by law must provide name and address of all students to any legitimate military recruiter who makes such a request in writing to the Office of the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by West Virginia State University 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 Ave., SW
Washington, D.C. 20202-4605

Questions regarding FERPA should be directed to Roy W. Simmons, University Registrar, in the Division of Academic Affairs, 304-766-3015 or Roy.Simmons@wvstateu.edu.

For more information, visit: <https://wvstateu.edu/academics/registrar/ferpa.aspx>