

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Warner Pacific College abides by the Family Educational Rights and Privacy Act of 1974, Sec. 438, PUB. L90-247, as amended, which sets forth requirements for the protection of students' rights to privacy in their educational records and gives them the right to inspect such records to seek correction of errors. This statement serves as notice to all students of their rights under the law.

Warner Pacific College adheres to a policy of protecting students' rights to restrict release of personal information within their college records. All student academic records, supporting documents and other records shall be maintained by Warner Pacific College staff employed for that purpose. The Registrar maintains transcripts of educational records, containing information only about academic status in the Records Office in Egtvedt Hall. Every student is guaranteed access to his or her records. The Registrar or a designee will advise a student of procedures for handling a request for correcting errors in the records. Disclosure of a student's records to faculty and administrative officers shall be for internal educational purposes, routine administrative and statistical purposes or legitimate inquiries made by instructors to guide the student in a specific academic area. Information from a student's records will not be released to anyone outside the institution except with the prior written consent of the student or upon presentation of a court order or subpoena.

Grade reports will be made available to parents of a student when written permission is received from the student. Confidential release forms are available at the Records Office. These forms require the student's signature.

Students who have questions about their grade records or any of the registration procedures may inquire at the Records Office. To maintain confidentiality of student records, only authorized persons presenting identification may review students' files.