

FERPA

Warner Pacific abides by the Family Education Rights and Privacy Act (FERPA) 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.

We adhere to a policy of protecting students' rights to restrict release of personal information within their university records. You are guaranteed access to your academic records, which are kept in the Records Office. Disclosure of student 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 record will not be release 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 only when written permission is received from the student. **Confidential Release Forms** are available in the Records Office. These forms require the student's signature.

Warner Pacific considers the following items to be student directory information and may be released to anyone upon request: name, campus email address, date of birth, photograph, status as full-time or part-time, major field of study, participation in recognized activities and sports, dates of attendance, degrees and awards received, educational institutions previously attended, hometown and current city of residence. Height and weight of student athletes may be released for appropriate purposes.

Students who do not wish to have directory information release by the University must **file that request** in the Records Office no later than the tenth day of classes. This request must be re-filed annually.

If you have any questions about Warner's FERPA policies, please feel free to call 503.517.1013, or stop by the Records Office between the hours of 8:00am and 5:00pm.