



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Faculty and Administration Access to Student Records Policy

Policy Number: EC.11.02.170718

Applies to: Elson S. Floyd College of Medicine (ESFCOM) Faculty, Administration and Staff

Date: 7/18/2017

1.0 Policy Statement:

It is the policy of the Elson S. Floyd College of Medicine (ESFCOM) to provide access to students' educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Washington State University (WSU) policy.

2.0 Definitions:

FERPA (20 U.S.C. § 1231g; 34CFR): The Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records.

Education Records: any record that is maintained by the institution and contains information that is directly related to a student, including enrollment information, grades, advising files, admission information and any other records related to the student.

Directory Information: information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. [WAC 504-21-050\(5\)](#) establishes what constitutes directory information at WSU.

Directory information in the Registrar's Office: Includes name (including any former name), local and permanent addresses, telephone numbers, email addresses, major and minor fields of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, enrollment status, grade level, degrees, certificates, awards received, including the President's Honor Rolls, and the most recent previous educational institution attended by the student.

3.0 Responsibilities:

WSU Registrar's Office
ESFCOM Office of Student Affairs

4.0 Procedures Making a Request

1. The first point of contact for faculty and staff with requests for access to student education records is the ESFCOM Office of Student Affairs where FERPA-trained staff will direct the requests to the appropriate party. Requests may seek data from within the department, college or division, using the Census Subject Areas from the new data warehouse using data queries.

2. Following the direction from ESFCOM Office of Student Affairs, faculty and staff may make requests for student education records through the WSU Registrar's Office when seeking information for educational purposes.

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3. Requests from faculty and staff that the ESFCOM Office of Student Affairs cannot fill internally, or those being requested from outside WSU, require the use of a form from the WSU Registrar's Office which may be requested by emailing recordrequest@lists.wsu.edu.

4. Completed request forms can be scanned and emailed back to the WSU Registrar's Office at the following email address: recordrequest@lists.wsu.edu or they can be sent to the WSU Registrar's Office using Interdepartmental mail; campus zip is 2341. Unsigned forms received in the WSU Registrar's Office will be returned upon receipt.

If there are questions, contact the WSU Registrar's Office.
Matthew Zimmerman, Associate Registrar (509) 335-0899

Release of Information

WSU may release student directory information to anyone, including WSU administrative departments, outside entities conducting research, student groups (RSOs) and other third parties. Education records or personally identifiable information contained in education records will only be released upon the student's written consent or other applicable FERPA exception. Information on when WSU will release student information is contained in WAC 504-21-050. For more information on FERPA and release of information under FERPA, please see WSU's [FERPA](#) notice or the Department of Education's [website](#).

5.0 Related Policies or Law

Federal Law: The Family Educational Rights and Privacy Act (20 U.S.C. § 1231g; 34CFR Part 99)

Washington Administrative Code Chapter 504-21

6.0 Key Search Words

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| Student records, release of information, directory information |
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7.0 Revision History

| Original Approval | Policy number | Date Approved |
|-------------------|-----------------|---------------|
| 5/6/2016 | EC.11.02 | 5/6/2016 |
| 5/6/2016 | EC.11.02.170516 | 5/16/2017 |
| 5/16/2017 | EC.11.02.170718 | 7/18/2017 |

Responsible Office: ESFCOM Office of Student Affairs

Policy Contact: ESFCOM Associate Dean Student Affairs

Supersedes: Original Policy approved on 5/16/2017