

 <p style="text-align: center;"><b>POLICY &amp; PROCEDURES MANUAL</b></p> <p style="text-align: center;"><b>WAYLAND BAPTIST UNIVERSITY</b></p>	<p><b>Classification Number: 8.1.1</b></p> <p><b>Revised: August 14, 2017</b></p>
---	---

**SUBJECT: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**The Family Educational Rights and Privacy Act of 1974**  
**(The Buckley Amendment) - Student Records (statute 20 U.S.C. 1232(g) regulation 34 CFR Part §99)**

In compliance with the Family Educational Rights and Privacy Act of 1974, the following constitutes the procedures available to provide appropriate access to personal records, while protecting their confidentiality. Annual notification is made in the university catalog and student handbook of the right to control the release of information; right to inspect and review education records; right to amend education records; right to waive personal access to records; and the right to file a complaint with the U.S. Department of Education.

**A.** Certain definitions and principles contained in the law and proposed guidelines are specifically adopted in the policy under Subpart A §99.3 of FERPA:

1. whose records are in the files of the university. Attendance includes all methods of course delivery including, but not limited to, face-to-face, on-line, interactive television or other electronic or telecommunication technologies.
2. maintained by the university or by a party acting on its behalf. Educational records do not include files retained by individuals which are not accessible to any other person except a substitute faculty/staff member. Also, campus health and law enforcement files used solely for that purpose are not educational records.
3. handbook, includes name; address; electronic mail address; phone; date and place of birth; photograph; degree program major, minor, or specialization; dates of attendance; term dates, admission or enrollment status; campus; school; class standing (year); degrees and awards; activities; athletic information; and other similar information.
4. contains any information or date recorded in any medium, including but not limited to: handwriting, print, tapes, film, microfilm, microfiche, and electronic data storage.

**B.** Directory information shall be released freely unless the student files a written request that certain directory information not be released. Request forms ([attachment A](#)) are available at the Office of the University Registrar and must be completed in full and filed with the Office of the University Registrar within ten (10) days of the beginning of any academic term during which the student is enrolled. The request to restrict the release of directory information shall be in effect for the remainder of that academic term. Additional requests must be filed for subsequent terms.

**C.** All students have records in one or more of the following offices and maintained by the administrative officer listed in parentheses: Office of Admissions (director of admissions); Office of Alumni Relations

(director of alumni relations); Business Office (chief financial officer); Office of BAS/BCM Records (director of BAS/BCM records); Offices of Deans and Faculty; Office of Financial Aid (director of financial aid); Office of Graduate Studies (director of graduate studies); University Health Services, (director of health services); Office of Institutional Research and Effectiveness (director of institutional research and effectiveness); Office of Communications, (director of communications); Office of Counseling and Placement, (director of counseling, career and disability services); Office of the University Registrar, (university registrar); Wayland Police Department (chief of police); Office of Sports Information, (sports information); Office of Student Financial Accounts, (coordinator of student financial accounts); Office of Student Services, (executive director of student services); Office of Student Housing, (executive director of student services).

**D.** The privacy of all records may be broken at a time of emergency defined in terms of the following considerations under Subpart D §99.36.

1. The seriousness of the threat to health or safety
2. The need for access to the record in meeting the emergency
3. Whether the person requesting the records is in a position to deal with the emergency
4. The extent to which time is of the essence in dealing with the emergency

**E.**

2. Academic documents inaccessible to students are to be used only for the purpose for which they were prepared.

- b. To federal officers as prescribed by law
- c. As required by state law
- d. In connection with financial aid which the student has applied for or received. This information from the education records of the student may be disclosed only as may be necessary to help determine the eligibility of the student for financial aid, the amount of financial aid, and the conditions that will be imposed regarding the financial aid, or to enforce the terms or conditions of financial aid.
- e. To research projects on behalf of educational agencies for test norms, improving instruction, etc. (provided that the agencies guarantee no personal identification of students)
- f. To accrediting agencies carrying out their functions.
- g. In response to a judicial order or lawfully issued subpoena (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made)
- h. To officials of another school in which a student seeks to enroll provided that a

Contact for Interpretation: Vice President of Academic Affairs

---

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 Title changes
- 08/09/2011 Addition of Attachment G
- 11/19/2009 Update federal changes
- 04/24/2007 Attorney listing updated
- 04/11/2007 Review, updated new federal policies; attachment E update
- 07/28/2005 Updated new versions of attachments
- 07/15/2004 Title changes
- 06/01/2002 Updated with federal policy and section numbers; changed to policy 8.1.1
- 08/19/1997 Review
- 03/11/1993 Inception of policy 8.2.1