

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. Students should submit to the Registrar written and signed requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The Registrar's contact information is:  
  

**WESTERN SEMINARY**  
Attn: Robert W. Wiggins, Registrar  
5511 SE Hawthorne Blvd.  
Portland, OR 97215  
(503) 517-1820 or (877) 517-1800 ext. 1820  
(503) 517-1801 fax
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the Seminary to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Seminary decides not to amend the record as requested by the student, the Seminary 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 personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, student loan clearinghouse, address locator, or collection agent); a person serving on the Board of Trustees; or a student serving on an official faculty committee.
  - 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 Seminary may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary 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 Avenue, SW  
Washington, DC 20202-4605