

NOTICE OF STUDENT RIGHTS

Annually, Western Seminary informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Act was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights & Privacy Act Office concerning alleged failures by the institution to comply with FERPA.

POSSIBLE CONSEQUENCES OF WITHHOLDING OF INFORMATION

Under the provisions of FERPA, Western Seminary may release to the public “directory information” regarding current and former students without the student’s consent.

Directory information includes: name, photograph, spouse name, address (local, permanent, and email), telephone number(s), current enrollment status (including dates of attendance, full/part-time enrollment, withdrawn), program of study, anticipated degree date, home state/country, degree(s) conferred, and previous institutions attended (All other information that Western Seminary maintains in its educational records can only be released with the student’s signed consent.). You have the right to withhold the release of such directory information.

Please consider carefully the consequences of a decision to withhold directory information, as any future requests for such information from non-institutional persons or organizations will be refused. For example, Western Seminary is unable to verify attendance and degree(s) for students who have withheld their directory information. Western Seminary will honor your request to withhold the information but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect on you, the institution assumes no liability for consequences for honoring your instructions to withhold directory information.

If you do not submit this form to the Registrar’s Office, directory information as listed above may be released to anyone requesting it either in person, by mail, by telephone, and in some cases, online.

If you wish to restrict disclosure of director information, please check the box below:

☐ **Withhold ALL directory information**

☐ **Withhold SOME directory information**

Please indicate what you’d like to restrict: _____

Printed name _____ Student ID _____

Signature _____ Date _____

If this form is hand-delivered to the Registrar’s Office, a photo ID must be presented. If the form is submitted via email, it must be sent from the student’s Western Seminary email address. A non-disclosure request will remain effective until revoked or amended.

If this form is not received in the Registrar’s Office by the second Friday of the semester, it will be assumed that the above information may be released for the remainder of that semester as well as the remainder of that academic year (September through August). If you have questions regarding any of this information, please contact the Registrar’s Office at (503) 517-1810.

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