

## 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. This may be in the form of, for example, campus directories or graduation programs. Directory information includes: name, photograph, spouse name, campus mailbox, postal address, telephone number(s), email address, program of study, dates of attendance, 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. Western Seminary will honor your request to withhold the information indicated below 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.

## WESTERN SEMINARY’S ON-CAMPUS DIRECTORY

Western prints and distributes a campus directory to faculty, staff and current students. It is not distributed to the public. However, you may request to have your information omitted from the directory. Please note, if you choose to omit your information from the directory, Western Seminary will refuse to release that information to all third parties. The directory includes your name, spouse name, address, home phone, degree program, photograph and email.

- Include me in the directory, but omit my address.
- Include me in the directory, but omit my home phone number.
- Include me in the directory, but omit my photograph.

### **In order to omit any of the following items, your name will not appear in the directory.**

- Omit me from the directory because I want to withhold my name.
- Omit me from the directory because I want to withhold my spouse name.
- Omit me from the directory because I want to withhold my degree program.
- Omit me from the directory because I want to withhold my email address.

### **Check the following if you do not want Western Seminary to release this information to third parties.**

- |   |   |
|---|---|
| <input type="checkbox"/> Dates of attendance        | <input type="checkbox"/> Degree(s) conferred            |
| <input type="checkbox"/> Campus mailbox             | <input type="checkbox"/> Honors recognition             |
| <input type="checkbox"/> Home state or home country | <input type="checkbox"/> Previous institutions attended |

Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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). A new form for non-disclosure must be submitted each academic year. If you have questions regarding any of this information, please contact the Registrar’s Office at (503) 517-1810.

WESTERN SEMINARY  
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