

# UNIVERSITY NOTICES

## Notification of Rights: Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the University Registrar, dean, chair of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
  2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an 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, including disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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.
  4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Western Kentucky University 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 20202-8520
- included in the definition: the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (including full-time, part-time, not enrolled, withdrawn and date of withdrawal), degree and awards received, and the most recent previous education agency or institution attended by the student. When a student wants any part of the directory information to remain confidential, an official request form must be completed in the Office of the Registrar within the first five days of class of each school term.
2. Upon request, WKU may disclose education records without the student's consent to officials of another school in which a student seeks to enroll, or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
  3. Effective January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which the student's education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without the student's consent.
    - a. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to the student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.
    - b. Second, Federal and State Authorities may allow access to the student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when the university objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the student's PII, but the Authorities need not maintain direct control over such entities.
    - c. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from the student's education records, and they may track the student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Questions pertaining to the Family Educational Rights and Privacy Act may be directed to Dr. Jennifer Hammonds, University Registrar, Potter Hall Room 238, (270) 745-3351.

## Student Right-to-Know Act Annual Disclosure Statement

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, the University's graduation rate is to be made available, upon request, to potential and currently enrolled students. The

Release of student record information is generally not done at WKU without the expressed, written consent of the student; however, FERPA allows several exceptions described below:

1. FERPA allows the institution to routinely release information defined as "directory information." The following student information is

Act requires public disclosure beginning July 1, 1993, of this information by institutions of higher education receiving federal financial assistance.

Western Kentucky University's graduation rate was calculated using definitions established by the U. S. Department of Education. This rate is based upon the number of beginning freshmen who entered Western Kentucky University as full-time degree-seeking students during the 2018 fall semester and who completed an associate degree or a baccalaureate degree within six years (through August, 2024). For this cohort of beginning students, the graduation rate is 55.6%.

## Kentucky Center for Education & Workforce Statistics: Post-Secondary Feedback Report

The Postsecondary Feedback Reports take a deep look into what happens to Kentucky graduates after they leave college. Each report provides in-depth data by institution about which degrees are pursued, the employment of graduates as well as information about students who go on to pursue advanced degrees, average wages for various degree categories, and some insights into what happens to students who leave without a credential and do not continue their education elsewhere. Reports are created for each of the commonwealth's public 4-year, public 2-year, and independent institutions.

For more information and to view the report please go to: <https://kcews.ky.gov/Latest/PSFR> (<https://kcews.ky.gov/Latest/PSFR/>)

## Statement of Compliance

Western Kentucky University (WKU or University) is an equal opportunity employer and educational institution committed to providing equal employment and educational opportunities to all individuals. In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendment Act of 2008, WKU does not discriminate against individuals on the basis of their race, color, ethnicity, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, marital status, age, uniformed services, veteran status, genetic information, pregnancy, childbirth or related medical conditions, physical or mental disability, the intersection of these identities or any other characteristic protected under applicable federal, state, or local law. This nondiscrimination policy and practice applies to admissions, employment, and access to and treatment in WKU's educational programs, events, and activities. In addition, WKU will not conduct business with any vendor who exhibits discriminatory and/or harassing behavior(s).

The University has adopted and published policies and procedures for reporting and responding to incidents of discrimination, harassment, and retaliation. WKU's Discrimination and Harassment Policy, No. 0.2040, can be found at <http://www.wku.edu/policies/>.

Any individual, whether a University employee, student, or affiliate, or non-University member, may report alleged incidents of discrimination, harassment, or retaliation based on a protected class to the Office of Institutional Equity (OIE). If you believe you have been subjected to, witnessed, or have otherwise learned of allegations of discrimination, harassment, or retaliation, you should notify OIE in any of the following ways:

- **Via online form at**  
**[https://cm.maxient.com/reportingform.php?WesternKentuckyUniv&layout\\_id=95](https://cm.maxient.com/reportingform.php?WesternKentuckyUniv&layout_id=95)**  
**([https://cm.maxient.com/reportingform.php?WesternKentuckyUniv&layout\\_id=95](https://cm.maxient.com/reportingform.php?WesternKentuckyUniv&layout_id=95))**
- **By email at**  
**[institutionalequity@wku.edu](mailto:institutionalequity@wku.edu)**
- **By phone at 270-745-5121**
- **By mail or in-person at the following address:**

**Office of Institutional Equity**  
**Wetherby Administration Building**  
**(across from Potter Hall), Suite**  
**317**  
**1906 College Heights Blvd.**  
**#11001**  
**Bowling Green, KY 42101-1001**

The Title IX Coordinator in the Office of Institutional Equity, is charged with WKU's compliance with Title IX of the Educational Amendments of 1972 and is committed to providing a means to address complaints of sex-based discrimination, pursuant to applicable WKU policy. The Title IX Coordinator for the University is Ena Demir who can be contacted via email at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) ([ena.demir@wku.edu](mailto:ena.demir@wku.edu)) or by phone at 270-745-6867. Additional information regarding Title IX, and how to report incidents of sex-based discrimination, is accessible via WKU's Title IX website at: <https://www.wku.edu/titleix/>.

In compliance with the Americans with Disabilities Act (ADA), the University ensures that individuals with disabilities are provided reasonable accommodations and auxiliary aids to support their full participation in the University's programs, events, and activities.

The University has designated Chantel Gillenwater as the University's ADA Coordinator, who can be contacted via email at [chantel.gillenwater@wku.edu](mailto:chantel.gillenwater@wku.edu) or by phone at 270-745-5121. Employees, visitors, or third parties seeking accommodations are encouraged to contact OIE at 270-745-5121 or visit OIE's website at <https://www.wku.edu/institutionalequity/>. Students seeking accommodations are encouraged to contact the Student Accessibility Resource Center (SARC) at 270-745-5004 or visit SARC's website at <https://www.wku.edu/sarc/>.

Questions, inquiries, or complaints may be directed to the University's Office of Institutional Equity or to the U.S. Department of Education Office for Civil Rights, the Kentucky Commission on Human Rights, or the U.S. Equal Employment Opportunity Commission.