

WYOMING CATHOLIC COLLEGE  
Student Privacy Policy

Wyoming Catholic College is an educational institution which provides students with an assurance that the integrity and privacy of their educational records will be protected at all times. Wyoming Catholic College is a private, federally independent school; and therefore, is not legally bound by the Family Educational Rights and Privacy Act (FERPA) for educational institution practices. However, the College is committed to respecting the confidentiality of all students and their educational records. The standards of the College were established with similar ideals as those written in FERPA; most importantly, the College takes responsibility for maintaining the confidentiality of all personal, financial, and educational student documents. Wyoming Catholic College takes care in ensuring the security of such records and information.

Wyoming Catholic College respects the maturity and independence of all students enrolled in the College, and therefore the administration and faculty support a student-first mentality. Students are the primary correspondents with the College for all financial, student life, and academic communication and may attain full access to their educational records. However, Wyoming Catholic College also believes the years of study in an undergraduate institution are a transitional period from youth to mature adulthood and admits access of records to parents or legal guardians who claim a student as their dependent. This is done to cultivate a three-fold relationship among the College administration, the student, and the student's parents in order that students may better develop themselves while attending Wyoming Catholic College.

**I. Student Access to Educational Records.**

- A. Students may inspect and review their education records upon request to the College Registrar. The student should submit to the Registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The Registrar will make arrangements for access as promptly as possible (but within 30 days of receiving the request) and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed. When a record contains information about more than one student, the student may inspect and review only the specific information that relates to him or her.

- B. **Limitation on Right to Access:** The College reserves the right not to permit a student to inspect the following records:
1. Financial records of the student's parents.
  2. Confidential letters and statements of recommendation for which the student has waived his or her right of access under certain circumstances.

C. Copies: The College is not required to make copies of records unless the student otherwise would be effectively prevented from exercising his or her right to review and inspect the records (e.g., a former student does not live in the Lander area). If copies are provided, the fee will be \$0.10 per page. Please note that while the student has a right to review and inspect records, the College will not forward copies of records to third parties if the student has outstanding obligations of any kind to the Financial Aid or Business Office. In addition, the College reserves the right to hold the transcripts of students for which there is an unresolved question of academic dishonesty or other disciplinary infraction involving the student.

D. Type, Location, and Custodians of Education Records:

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admissions	Registrar's Office	Registrar
Academic	Registrar's Office	Registrar
Financial Aid	Financial Aid Office	Director of Financial Aid
Financial	Business Office	Director of Business Office
Disciplinary	Varies According to Level	Academic Dean

Some records are not included in the types listed above, such as copies of correspondence in offices not listed. The Registrar will collect such records, direct the student to their location, or otherwise make them available for inspection and review.

II. **Annual Notification.**

Students will be notified of their rights annually prior to the start of the academic year. The Registrar's office will provide a form to each student that outlines these rights and advises the student on how they can exclude themselves from disclosure of directory information. Students are asked to sign the form to acknowledge its receipt and their understanding of the College's policy. The form also advises students that a copy of their report card will be sent to their parents if they are providing financial assistance for their education. Independent students, who are not being financially supported by their parents, are informed that they may request that the Registrar send a copy of their report card to their parents.

III. **Amendment of Student Education Records.**

If the student believes that their education record is inaccurate, misleading, or otherwise in violation of the student's privacy, they may make a written request to the Register to have the record amended. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate misleading, or in violation of the student's privacy. The Registrar will submit the request to the Academic Dean for consideration. If the Academic Dean approves the request, the

record will be amended and the student will be notified accordingly. If the Academic Dean decides not to amend the record, the student will be notified in writing of the decision and advise the student that he or she has a right to place in the record a statement commenting on the challenged information. The statement will be maintained with the part of the record that was contested for as long as the record is maintained. Whenever the College discloses the contested portion of the record, it will also disclose the statement.

IV. **Directory Information.**

The College designates the following categories of information with respect to each student presently or previously attending the College as “directory information” which may be disclosed by the College at its discretion, without the student’s prior written consent: name; permanent and campus address; phone listings; campus e-mail address; country of origin; student photo; prior school(s) of attendance; enrollment status; class year; dates of attendance; degree received and date when received, participation in officially recognized activities; jobs held on campus and dates thereof.

Current students may inform the Registrar in writing that any or all of the above information about the student should not be designated as directory information.

V. **Filing a Complaint.**

If a student believes that the College has failed to comply with this policy in any way, he or she may file a complaint with the Academic Dean or an Ombudsman.

A student has the right to file a complaint concerning alleged failures by the College in complying with this policy to the Academic Dean or to the Higher Learning Commission (the accreditation agency for the College) and the addresses below: