

## **FERPA-The Family Educational Rights and Privacy Act (FERPA)**

FERPA specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest University in compliance with FERPA is available from the [Registrar's Eagle website page](#). Annual notice regarding FERPA rights is provided in the University's Student Community Handbook and Catalog. In accordance with FERPA, you are notified of the following:

**Right to Inspect.** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**Right to Prevent Disclosures.** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**Right to Request Amendment.** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**Right to File a Complaint with the U.S. Department of Education.** You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.

**Right to Obtain Policy.** You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A copy may be obtained online at [eagle.northwestu.edu/departments/registrar/resources/](http://eagle.northwestu.edu/departments/registrar/resources/) or by mail from: Northwest University, Registrar's Office, and P.O. Box 579, Kirkland, Washington, 98083.