

January 24, 2020

TO ALL PEPPERDINE UNIVERSITY STUDENTS
IMPORTANT INFORMATION CONCERNING YOUR
STUDENT RECORDS

Pepperdine University respects your right to privacy. In addition to the normal security procedures employed to protect your paper and electronic files, you should know about the **Family Educational Rights and Privacy Act**. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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 written requests that identify the record(s) they wish to inspect to the registrar in the Office of Student Information and Services. The registrar will arrange for access and notify students of the time and place where students may inspect their records.

2. The right to request amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the registrar, clearly identify the part of the record they want changed, and specify why they consider it 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 amendment. Appropriate university officials will provide information to the student regarding hearing procedures.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include, but is not limited to, a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit 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 person who is 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 the 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 20202-5920
Phone: 1-800-872-5327
E-mail: ferpa@ed.gov

In addition, FERPA allows universities to identify some student information as “Directory Information.” Pepperdine University may choose to release, but is under no obligation to release, Directory Information to requesting third parties without the consent of the student. Currently, directory information consists of: student's name, CWID number, address, telephone number, major field of study, enrollment status*, classification**, photograph, theses titles/topics, electronic mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational institution attended by the student.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. 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 your records and personally identifiable information without your 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. Second, Federal and State Authorities may allow access to your education records and personally identifiable information without your consent to researchers performing certain types of studies, in certain cases even when we object to or do 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 your personally identifiable information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent personally identifiable information from your education records, and they may track your participation in education and other programs by linking such personally identifiable information to other personal information about you 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.

You should also know about the **Solomon Amendment**. The Solomon Amendment requires Pepperdine University to provide lists containing student contact information to the Department of Defense when requested for recruiting purposes.

Students may request that the University not disclose their “Directory Information” to all third parties, including the Department of Defense for recruiting purposes, without the

student's written consent. You may contact OneStop or access the Registrar's page on the Pepperdine University website to obtain the form for submitting this request. After submitting the form to the registrar, the University will not release your information to any third party without your written consent.

Recently, the Department of Defense created a database to hold private and personal information about students older than 16 and younger than 25 such as Social Security Numbers, majors, and grades. **Please note that the procedures described above for preventing the disclosure of Directory Information without written consent pursuant to FERPA and the Solomon Amendment DO NOT apply to this database.** To opt-out of this database, students must submit detailed personal information to the Department of Defense for maintenance in another Department of Defense "suppression" database. Students may direct all inquires concerning their exclusion from this database to:

Department of Defense
c/o JAMRS
Direct Marketing Program Officer
Defense Human Resources Activity
4040 N. Fairfax Drive, Suite 200
Arlington, VA 22203-1613

If you wish to allow parents, spouses, employers, or anyone else access to your academic or student account information you should use "Guest Access." Log in to your WaveNet account. Click on the "Manage Guest Access" link. You will be asked to enter the e-mail of the individual to whom you are granting access and indicate the types of information you are allowing the guest to view. An e-mail will be generated to your guest, who will then follow the link in the e-mail and be led through the process of setting up a WaveNet account that will then allow access to your designated information. Your guest will receive an e-mail confirming successful completion of the process.

In addition, all students must agree to the Student Financial Responsibility Agreement by electronically signing it prior to registration. Outstanding balances on a student account, or defaulting on other financial obligations with the University by the student, will prevent him/her from registering for classes and will result in the University not publishing the student's grades for the last term in attendance on his/her transcripts.

Additionally, degrees and/or certificates will not be conferred nor posted on the student's transcript until all University obligations (academic, financial, and otherwise) are fulfilled.

To the extent not prohibited by law, if a student defaults on payment of his/her Pepperdine student loan and/or has an outstanding student account balance, all other records, with the exception of academic transcripts, will be withheld until the student either brings the loan to current status or pays off the account balance. Every student with a loan must complete an exit interview with the Office of Financial Assistance before their student records will be released. Each student also agrees to pay all costs of collection upon default, including, but not limited to, collection agency fees, attorney fees, and location services.

For additional information, please review the Student Records Policy on the Pepperdine University Registrar's website at: <http://www.pepperdine.edu/registrar/policies>. Please contact OneStop with any questions at (310) 506-7999 or onestop@pepperdine.edu.

* Full-time, Part-time

** Freshman, Sophomore, Junior, Senior, Graduate