



## Policy 01:210 – Access to and Confidentiality of Student Records

The University complies with the Family Educational Rights and Privacy Act (FERPA) and, in so doing, protects the access to and confidentiality of personally identifiable educational records of students and former students. In accordance with FERPA, the University assures students the following:

- the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives that right;
- the right to a hearing, if the challenge is unsatisfactory;
- the right to include in the student's educational record an explanatory statement if the outcome of the hearing is unsatisfactory; and
- the right to full confidentiality of all records which cannot and will not be released, except under conditions stated in the act, without the written consent of the student.

Students are informed annually of their rights under FERPA.

Faculty and staff are informed and reminded regularly of FERPA guidelines. Each faculty and staff member is individually responsible for complying with FERPA, and violations may result in disciplinary action, up to and including termination.

The Registrar is responsible for maintaining procedures and guidelines in comply with the Act and for evaluating their effectiveness.

*Approved 2/99*