

UNIVERSITY OF REDLANDS STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act of 1974 (as amended), hereinafter referred to as the Act, protects the privacy of students attending schools that receive Federal funds. Access to academic and behavioral records is limited to students, dependent student parents, and authorized school officials.

The Act states:

- A. That a written institutional policy must be established and
- B. That a statement of adopted procedures covering the privacy rights of student be made available.

The University of Redlands accords all the rights under the Act only to students who are declared independent. The policy makes accessible to parents or legal guardians copies of their dependent's academic records. Independent students are those over the age of 23 or "independent" as defined by the University of Redlands Financial Aid Policy. No one outside the institution shall have access to, nor will the institution disclose any information from independent students' education records, without the written consent of students.

The following exceptions are permitted under the Act: to certain members of the University of Redlands community (see below), to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

Within the University of Redlands community, only those members, individually or collectively, acting in the students' legitimate educational interests are permitted access to student education records. These members include personnel in the Office of the Registrar, the Office of the Treasurer, the Financial Aid Office and the Admissions Offices. Certain records are disclosed to the Office of the Dean of Student Life. Other academic personnel are permitted access to student education records within the limitations of their need to know.

"Disclosure" means to permit access to or the release, transfer or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

The University of Redlands provides the following Directory Information in accordance with the provisions of the Act and the following statement appears in the University of Redlands catalogs.

ACADEMIC RECORDS

PUBLIC INFORMATION

The University of Redlands maintains student records in compliance with the Federal Family Educational Rights and Privacy Act of 1974 (as amended) which assures students and parents of their right to privacy of information. The University further complies with the California Education Code, sections 22509 through 22509.18, which state that the management of student records shall be a matter of Federal and State law and regulation.

The following is considered public information and may be released or published without the student's consent:

Student name, date and place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; cell phone number; participation in special academic programs; participation in recognized student activities; participation in officially recognized sports; class level, weight and height of athletic team members.

COLLEGE OF ARTS AND SCIENCES

Students who wish this information withheld must sign a request to that effect in the Registrar's Office during the first two weeks of each semester.

SCHOOL OF BUSINESS AND SCHOOL OF EDUCATION

Students who wish the above information withheld must sign a request within two weeks of their first registration and at the beginning of each academic year (July 1) thereafter.

RELEASE OF ACADEMIC INFORMATION

Confidential information is defined as any information not included in "Public Information" above. Current University of Redlands policy makes accessible to parents or legal guardians copies of their dependent's academic record when a written request is submitted to the Office of the Registrar. The University will not release confidential information for independent students (students over the age of 23, or "independent" as defined by University of Redlands Financial Aid Policy) without written request of the student.

TRANSCRIPTS

An official transcript of a student's academic record is issued only upon the student's written, signed request. Requests for transcripts may be made in person or by letter. Official transcripts may be issued directly to students in sealed envelopes. Official transcripts are sent to other institutions or agencies only at the student's request.

Transcripts submitted to the University of Redlands for admission or credit transfer become the property of the University of Redlands and cannot be returned to the student, copies or forwarded to other institutions.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of a challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

- o The Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, and cooperative education records.
- o The Financial Aid Officer coordinates the inspection and review procedures for financial aid files.
- o The Office of Business and Finance coordinates the inspection and review procedures for financial and billing files.

Students wishing to review their education records must make written requests to the appropriate campus official listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (for example a copy of an academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies will be made at the students' expense at prevailing rates which are listed in the catalog.

"Education Records: are those directly related to a student and maintained by the institution or a party acting for the institution. "Education records" do **NOT** include records of instructional, administrative and staff personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the public safety unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access **only** to that part of the record which pertains to the inquiring student. The institution is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under establish policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights should discuss their problems informally with the appropriate campus official. If the campus official's decisions are in agreement with the students' request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the appropriate Campus Office of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Vice President for Academic Affairs, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels to adjudicate such challenges will be the Vice President for Academic Affairs, representatives of the Dean of Student Life and the Academic Dean of the student's college.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challengers were unfair, or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the University of Redlands. Further, students who believe that their rights have been abridged may file complaints with the Family Education Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of the University of Redlands to comply with the Act.

Revisions and clarifications will be published as experience with the Act and University's policy warrants.