

Student Records (FERPA)

Student Records Policy

The Office of Student Affairs and the Office of the Registrar maintain academic and personal records on all students. Except under legal compulsion, information contained in such records, with the exception of name, mailing address, e-mail address, telephone listing, date and place of birth, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student, will not be released to agencies outside the University without written consent of the student. All students/employees acknowledge that during their career/s at the University photographic/digital images of themselves may be taken. The University is authorized to utilize these images in University publications without further releases from or compensation to the respective student/employee.

The Office of Student Affairs publishes a student directory for the campus community on a semester basis. This directory lists some of the information noted above. Students who wish to not have any or all of the above information released should contact the Office of Student Affairs no later than the first Friday in any given semester.

A change in name is made only on the basis of written evidence. In the case of marriage or divorce, previous names are not removed from the record.

All persons handling the permanent records are instructed concerning the confidential nature of such information and their responsibility regarding it.

Permanent Records

Information recorded on the permanent records in the Office of the Registrar includes the following: name, identification number, home address, dates of attendance, dates of academic action of disqualification and readmission, date of birth, discipline, course number, course title, units of credit, grade points earned for each course, grade point average and identification of courses repeated. No information regarding race, religion or political affiliation is on the permanent record.

The permanent record constitutes an official report of academic performance. Corrections are made only upon definite evidence. A change in grade is made only after a written authorization from the instructor who issued the grade and approval of the Vice President for Academic Affairs has been received.

Information recorded in the personal folders in the Office of Student Affairs and Office of the Registrar includes: general admissions record; correspondence; letters from the Vice President for Academic Affairs concerning deficiency, probation or suspension; grades; financial aid record and other academic information.

Review of Records

All students enrolled at Findlay on November 19, 1974, or later have the right to inspect and review official records, files and data related to them and to deny access by others without written consent of the student, except under limited and specific circumstances.

Students may not have access to confidential letters and recommendations placed in their files prior to January 1, 1985, since many of those letters were written by individuals who were not aware that the confidentiality of their statements could be questioned. Students may waive rights to access future confidential recommendations in the areas of admission and job placement.

By submitting a letter of application to the Vice President of Students Affairs, a student may 1) inspect and review his or her records, 2) petition for a hearing to challenge content and 3) petition to correct and delete inaccuracies or otherwise inappropriate data. No part of any record may be inspected by the student without the express written consent of the Vice President of Student Affairs. Permission will be granted within a reasonable time and in no case more than forty-five (45) days from the date of the receipt of a written request for inspection. If there is a conflict regarding the date, a hearing will be established by the Vice President of Student Affairs. The author of the data and the student will be

present at the hearing if possible. If a resolution cannot be reached, the Vice President of Student Affairs will refer academic matters to the Student Academic Standards Committee and non-academic matters to an ad-hoc committee for consideration. A copy of the Family Educational Rights and Privacy Act (FERPA) may be requested from the Office of Student Affairs.

Student Concerns

Formal written student concerns and complaints shall be filed with the Oiler Success Center. The University of Findlay will maintain a log of these concerns and complaints and their disposition. Records will be limited to complaints or concerns made formally in writing, signed by the student and addressed to one of the two administrative offices named above.