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## Academic Policy:

### CONFIDENTIALITY OF STUDENT RECORDS

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#### A. Purpose:

This policy describes the institution's responsibility for the confidentiality of graduate and undergraduate student records.

#### B. Policy:

##### **Family Educational Rights and Privacy Act (FERPA) Notification Statement**

The following notification statement is made available to students enrolled at Clarion University to apprise them of their rights concerning access and review of their education records maintained at the University.

These rights afforded to students through the Family Educational Rights and Privacy Act (FERPA) are:

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 to the registrar, dean, chairperson, director or other appropriate University official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the 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 University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is 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. Additional information

regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures 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 is defined as a person employed by the University in an administrative, supervisory, academic or support staff position (including law enforcement 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 Trustees; or assisting another school official in performing his or her tasks. The university uses contractors, volunteers, in-service providers to provide university services and functions. 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. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intend to enroll. Examples of this are any collaborative programs that Clarion is involved in with sister PASSHE universities. These collaborative programs result in dual enrollment at both schools and Clarion will disclose certain information from the student's education records to the other institution under the program.
5. The right to file a complaint with the U.S. Department of Education concerning 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 20202-4605

### **Student Records**

Student academic and personal records are confidential in nature and protected by the Family Educational Rights and Privacy Act of 1974. Records shall be released only to appropriate faculty and administrative personnel and to parents and guardians if the student has provided the Office of the Registrar with a signed, written release. Release of these records to others, including institutions or governmental and legal agencies, shall occur only upon approval by the student or graduate, or upon subpoena.

Transcripts of academic work are available to the student or graduate at the Office of the Registrar when requested in writing. There is a limit of three transcripts per request per day. No transcript shall be issued to a student who is financially indebted to the college. All enrolled, degree-seeking students are charged a one-time academic records fee which is added to their statement of charges from the Accounts Receivable Office.

### **Grade Release Policy**

The Family Educational Rights and Privacy Act of 1974 prohibits the release of educational records, other than to certain defined exceptions, without the student's consent. The Office of

the Registrar will send grades to parents upon request if the student has completed a release of information. Grades are available via the Web.

**Directory Information:**

Clarion University shall disclose nothing more than "directory information" without the student's written consent, unless the Family Educational Rights and Privacy Act of 1974 permits the disclosure. One of those permissible disclosures is to faculty who has a legitimate educational interest. The following are considered to be "directory information": the student's name, local and permanent addresses and telephone numbers, university E-mail address, age, names of parents, major field of study, dates of registered attendance, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, any degrees and the date they were conferred, any honors and awards received, and the most recent educational agency or institution attended.

See Also the [FERPA FAQ Page](#).

**C. Procedures:**

- 1. A student may request that directory information not be released by submitting a signed, written, request to withhold directory information. If the student's intent is exclusion of his or her information in the yearly printed directory, they must submit this refusal during the first five days of the Fall Semester.**