

## **RELEASE OF STUDENT RECORD INFORMATION**

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), student educational records and information should not be released without the expressed written consent of the student. The exception to this information is classified as "Directory (Public) Information" and may be released without the student's consent. Ashland University has determined the following as directory information: name, local address, home address, local telephone number, home telephone number, date and place of birth, parents name and address, e-mail address, major, class, center attended, dates of attendance, full-time, half- time, or part-time status (not specific credit hours), degrees and awards received (including Dean's List), previous institutions attended, participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams. Directory information cannot include student identification numbers or social security numbers.

Additionally, students have the right to withhold the release of the above by presenting a written request to the Registrar. A small number of students have requested this and when the name is "accessed in the computer" the statement "**Do Not Release Information**" will appear.

### **A student has the right to:**

#### **a) Inspect and review education records pertaining to the student**

Students have the right to view their education records wherever these records are maintained on campus. Once a student has submitted a request to inspect his or her records, an institution must comply within 45 days.

When the student has an outstanding financial or other hold on records, the student still maintains the right to review his or her education records. He or she does not have the right to obtain any copies of those records unless failure to do so would effectively deny the student the right to inspect and review records. Also, that student does not have the right to have a transcript sent to a third party until the obligation is fulfilled.

In cases where a student is not within commuting distance (50 miles) of campus and therefore is physically unable to be present to view the record on campus, the institution must make arrangements for the student to obtain access for review of these records. The institution may do so either (a) by making copies of the requested records and sending them to the student by mail or other means; or (b) by making arrangements with an appropriate third party, such as another institution or an attorney's office located in the vicinity of the student, to act as an agent. Such individuals would agree to abide by the institution's instructions to allow the student to review but not copy the records. This method would be used

particularly in instances where the student has an outstanding financial or other obligation to the college.

**b) Request an amendment to the student’s records to insure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.**

Students may ask the college 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 it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college 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 will be provided to the student when notified of a hearing.

**c) Limit disclosure of some “personally identifiable information” (information that would directly identify the student or make the student’s identity easily traceable) known as *directory information*.**

Any student who does not want directory information to be released, must submit their request in writing and meet with the campus FERPA Coordinator located in the Registrar’ Office.

**d) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ashland 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

**RECORDS MAINTAINED BY REGISTRAR’S OFFICE**

**MINIMUM  
RETENTION  
PERIOD**

Academic action authorizations (dismissal, etc.)

5 years after  
graduation or date  
of last attendance

Academic records

Permanent

Applications for graduation	1 year after graduation or date of last attendance
Applications for admission or readmission	5 years after graduation or date of last attendance
Audit authorizations	1 year after date submitted
Catalogs	Permanent
Changes of course (add/drop)	1 year after date submitted
Change of grade forms	Permanent
Class lists (original grade sheets)	Permanent
Class schedules (students')	1 year after graduation or date of last attendance
Commencement program	Permanent
Correspondence, relevant	5 years after graduation or date of last attendance
Credit by examination reports/scores (e.g., Advanced Placement, CLEP, PEP)	5 years after graduation or date of last attendance
Credit/no credit approvals (audit, S/U, etc.)	1 year after graduation or date of last attendance
Curriculum change authorizations	5 years after graduation or date of last attendance
Degree audit records	5 years after graduation or date of last attendance

Disciplinary action documents	While in force, in a file separate from the student's academic record
Enrollment verifications	1 year after verification
Grade reports (registrar's copies)	1 year after date distributed
Graduation lists	Permanent
Graduation authorizations	5 years after graduation or date of last attendance
Military documents	5 years after graduation or date of last attendance
Name change authorizations	5 years after graduation or date of last attendance
Personal data information forms	1 year after graduation or date of last attendance
Registration forms	1 year after date submitted
Satisfactory/Unsatisfactory requests	1 year after date submitted
Schedule of classes (institutional)	Permanent
Transcript requests (student)	1 year after date submitted
Transfer credit evaluations	5 years after graduation or date of last attendance

Veteran Administration certifications

3 years after  
graduation or date  
of last attendance

Withdrawal authorizations

2 years after  
graduation or date  
of last attendance