

# STUDENT RECORDS POLICY

## Olivet Nazarene University

Olivet Nazarene University maintains various student records to document academic progress and to record interactions with University faculty, staff, and officials. To protect the students' rights to privacy and to conform with the Family Educational Rights and Privacy Act (FERPA), the University has established this policy for handling student records and the information contained in those records.

### DIRECTORY INFORMATION

Certain information concerning students may be released without the student's consent. This public information is called "directory information" and is limited to the following: name, former names, campus address and phone number, permanent address and phone number, e-mail address, photograph, date and place of birth, parent/guardian's address and phone number, major, year in school, dates of attendance at Olivet, awards and academic honors, degrees and dates awarded, participation in officially recognized activities and sports, and height and weight of members of athletic teams.

Directory information as defined above may be released by the University, unless the student has requested in writing that specific (or all) items of directory information should not be released. The student's request to have directory information withheld must be made within 10 days of registration at the Office of the Registrar. **Requests for non-disclosure will be honored by the University for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.** Students should be aware that withholding directory information may result in undesirable consequences. Whether a student has ever been enrolled at Olivet or received any degrees from Olivet are elements of directory information that generally may not be withheld.

### STUDENT RECORD INFORMATION

With the exception of the directory information noted above, student records generally may not be disclosed unless the student provides his or her express written consent or as otherwise permitted under FERPA. The following policies govern access to student records and the information contained in those records (referred to collectively as "student records" or "education records"):

1. Student records and personally identifiable information from those records will not be released without the written consent of the student involved, except in connection with the student's application for financial aid, or to parents of a dependent student, or as otherwise permitted by the applicable FERPA regulation, 34 C.F.R. § 99.31. The University may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. A consent form is available through the Office of the Registrar.
2. Student records may be released to a school official with a legitimate educational interest with or without the student's consent. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel 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 a student serving on an official committee, such as a disciplinary or a grievance committee, or assisting another school official in performing his or her tasks. 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.
3. With certain exceptions, students may inspect and review records which pertain directly to them. These exceptions include, but are not limited to: medical and counseling records (although students may

have the right to have a doctor review such records), law enforcement records, private notes of faculty or staff members, financial records of parents, and confidential letters and recommendations associated with admissions and employment that were placed in the student's file prior to 1975 or to which the student has waived access in writing.

4. A student may waive the right to review a specific record by submitting in writing a statement to this effect to the official responsible for that record. Examples are recommendations for career placement or admission to graduate study.

### RELEASE OF GRADES

Reports of a student's grades are normally sent to the student; however, the University may release grade information to parents of dependent students, provided verification of dependency for tax purposes is on file.

### REVIEW & CHALLENGE OF RECORDS

Students have the right to inspect and review their education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, Dean, Department Head, or other appropriate 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.

Students may ask the University to amend a record that they believe is inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA. Students may not, however, use this policy to challenge substantive decisions of the University that are correctly recorded. Students seeking to amend a record under this policy 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 students 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. If the results of the hearing do not satisfy the student's concerns, the student may place a statement about the disagreement in the education record.

### COMPLAINTS

A student who believes the University has not complied with the requirements of FERPA may send a written complaint to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901