

## *Student records*

Students are hereby notified that pursuant to the Family Educational Rights and Privacy Act of 1974, students are entitled to review those records, files, documents and other materials that contain information directly related to themselves that are maintained by the College. It is further understood that a student may request a hearing, in accordance with the regulations issued by the Secretary of Education, to challenge the content of the educational records to ensure that the records are not inaccurate, misleading or otherwise in violation of one's rights. The student may insert in the records a written explanation regarding the contents of such records if the College does not make the suggested corrections or deletions.

Student access and review is subject to the following conditions:

1. The College has 45 days to comply with a written request to the College official responsible for maintaining the record sought.
2. All information declared confidential by the Act or excluded from the definition of "education records" by the Act is unavailable for inspection.
3. After reviewing the records, the student may request the unit maintaining the record to remove or modify information believed to be misleading, inaccurate or inappropriate. If the request is refused, the student may insert in the records a written explanation regarding the contents to which he/she objects or may file an appeal with the President's Office which will be heard by a person or committee designated by the president.

## *Release of information*

Students are further notified of the fact that the Act states that the following information may be construed to be directory information that is available to the public, and is hereby so declared: **name, address, telephone listing, date of birth, photograph, major field of study, part-time/ full-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, classification, degrees and awards received and the most recent previous educational agency or institution attended.** Students have the right to inform the College that any or all of the bold-faced information should not be released without prior consent. If a student wishes to restrict the release of this information, a written request to that effect must be completed in the Registrar's Office before the fifth day of fall semester classes. After the student has filed the required written request, the College will notify the appropriate offices and begin to comply with the request as soon as possible.

No information other than the items listed above will be released without specific written permission except as provided by law. A complete statement of the St. Scholastica policy is available in the Registrar's Office.