

## **Right to Access to and Privacy in Educational Records (Andrews University Student Handbook 2010)**

Andrews University, in compliance with both state and federal law, both affords students with the opportunity to review their educational records and protects the privacy of those records.

A student has the right to inspect and review her/his educational records. A request to review these records should be made, in writing, to the appropriate University office (see table below). The student's request will be granted within 45 days from the time the request is made. If a student believes that there is inaccurate or misleading information contained in one or more of her/his records, s/he has the right to request that the record be amended. If the record is not amended, the student has a right to submit a written response or explanation which will then become a permanent part of the record.

Unless a student gives authorization, no individual inside the University is permitted to review a student's educational records unless there is a "legitimate educational interest" in doing so or unless there is some other applicable exception to the privacy laws (e.g., in emergencies where access to the records may help protect health or safety). Also, absent student authorization, third parties outside the University generally will not have access to educational records. A student's parent does not have a right to access the student's educational records unless the student is a "dependent" of the parent for income tax purposes. A student may, of course, provide authorization for the release of records—for example, it is common to do this for parents or prospective employers. Whenever third party access is granted, a record should be kept in the file that shows which persons have reviewed the records.

The University has the right to disclose "directory information" without the written consent of the student, unless the student has informed the University Registrar in writing of her/his refusal to permit the dissemination of directory information. A form for refusing the disclosure of directory information, which must be filled out and submitted each semester, is available in the Office of the Registrar. The University has designated the following information as "directory information": name, local address, local telephone number, e-mail address, gender, marital status, hometown, date and place of birth, school, academic program (degree, major and minor), enrollment status, class standing/classification (i.e., freshman, sophomore, junior, senior or graduate), participation in officially recognized activities, dates of attendance, degree(s) received, honors and awards, and photographs.

The student may be asked to care for the reproduction costs of copies of records requested by the student. The University is not obligated to keep and maintain educational records and thus some student records are destroyed.

| <b>Location of Record</b>  | <b>Record Type</b>  |
|--|---|
| Office of the Registrar  | Academic records (all schools)  |
| Office of Admissions (School of Graduate Studies and Theological Seminary) | Admissions records  |
| Office of Human Resources  | Student employment records  |
| Office of Student Financial Services                                       | Student account records   |
| Division of Student Life   | Student life records  |
| Counseling & Testing Center  | Achievement and Intelligence test scores Interest inventory and Personality test scores |
| Department of Instruction  | Official folder of records, if one is kept  |
| University Schools (Ruth Murdoch Elementary and Andrews Academy)           | Academic records, Admissions records (except medical records), Student Life records     |