

# Student Records and FERPA

## Privacy of Student Records

1. In the handling of student records, Converse complies with the provisions of the Family Educational Rights and Privacy Act of 1974.
2. **Use of Student Records:** Student records, both academic and personal, are confidential in nature, and they will be used internally by administration, faculty, and staff in such a way to protect their confidential nature at all times.
3. **Release of Student Records:** Student records, except for Directory Information (described below), will be released only to appropriate administrative officers, faculty, and the student herself. Release of these records to other persons such as employers, prospective employers, other colleges, and governmental and legal agencies shall occur only upon approval of the student or former student or upon subpoena.
4. **Types of Records Maintained:**
  - a. 

<b>Record</b>	<b>Officer(s) Responsible</b>
Personal Counseling	University Counselor, University Physician, University Chaplain, Dean of Students
Health Records	Dean of Students, University Physician, Director of Health Services
Financial Aid	Director of Financial Aid
Disciplinary Action	President of the University, Dean of Students or, Academic Dean
  - b. 

<b>Record</b>	<b>Officer(s) Responsible</b>
Records submitted for Admission grade reports, transcripts, etc.	Director of Admissions
Permanent Record	Registrar
Credentials File (including letters of recommendation)	Career Development
  - c. **Directory Information:** Registrar, Communications  
Available to any interested person, unless the student or parent requests that it not be disclosed

## Description of Directory Information

**Category I.** Student's name, home address, parent's name and address, University residence hall and telephone number (if a boarding student), dates of attendance, and academic classification.

**Category II.** Type of degree pursued, major field(s) of study, degree(s) and awards received, and last institution attended.

**Category III.** Date of birth, participation in officially recognized activities and sports, athletic team data, and religious preference (if provided by student).

### A. Rights of Students:

1. Under the conditions to be stated, the student will be allowed to inspect any record kept for that student with the following exceptions:
  - a. faculty records made and used in pursuit of the faculty's duties in instruction;
  - b. the confidential files of medical and counseling staff of the University;
  - c. the records or minutes of deliberations of disciplinary bodies of the University (Student Honor Board, Civitas Council, Alcohol and Drug Board, and Appeals Board); or any other record or document not required by law to be divulged to student or parent.  
Furthermore, the student will not be allowed access to any confidential financial record of the parent in the possession of the University.
2. The student has the right to withhold disclosure of any category of Directory Information.

### B. Procedures for the Exercise of Rights:

1. To withhold disclosure of Directory Information, the student must complete a form prepared for this purpose in the Registrar's Office.
2. To inspect any University record which is available under the provisions of the Family Educational Rights and Privacy Act of 1974, the student will make the request in writing or in person to the Registrar. When the individual has properly identified themselves to the Registrar, the Registrar will set a date for inspection of those records under the supervision of the Registrar. If the record(s) to be inspected is not under the Registrar's supervision, the Registrar will contact the appropriate officer and make arrangements for inspection. Inspection will be allowed as soon as possible in all cases within 45 days as required by the Family Educational Rights and Privacy Act of 1974.
3. If a correction in a record is requested by the student, the Registrar or other appropriate officer will collect the necessary information and make such correction if it is not to be challenged. If the proposed correction is to be challenged by an officer of the University, a hearing will be necessary. The hearing in such cases will be conducted by the Administrative Committee of the University, consisting of the President, the two academic deans, the Dean of Students, and three faculty members. For such a hearing, the Registrar will serve as an ex-officio member of the Committee.