

### **Family Educational Rights and Privacy Act Policy Summary**

The University of Charleston is committed to maintaining the confidentiality of student records and abides by the Family Educational Rights and Privacy Act (FERPA). The law ensures the confidentiality of student records, permits the student access to his or her records and prohibits the release of records except by permission of the student or by a court order, while permitting the continued release of “directory information” without specific permission of the student. Information determined to be part of a student’s educational record may be released according to the guidelines in this policy. Any other anecdotal information will not be released without the student’s express written consent and/or personal involvement.

#### **Educational Records**

The University of Charleston designates the official records maintained in the following locations as educational records:

<b>Record</b>	<b>Custodian</b>
Registrar’s Office	Registrar
Student Solutions Center Cashier	Cashier – Student Solutions Center
Office of Student Life	Dean of Students
Office of Financial Aid	Director of Financial Aid
Academic Success Center	Director, Academic Success Center

#### **Disclosure of Educational Records**

In most cases, the University of Charleston will not disclose information from a student’s educational records without the written consent of the student. Normally, disclosure of educational records will occur only when the student or other eligible person makes an express request for such disclosure. All requests for information must be made in writing unless being made by an on-site University of Charleston official. The exceptions in which a student’s educational records may be disclosed without consent include:

Requests from University of Charleston officials who have a legitimate educational interest in the records;

Officials of another school in which a student seeks or intends to enroll; Requests from certain government officials;

Appropriate parties in a health or safety emergency; and

Requests from parents of an eligible student who is claimed as a dependent for income tax purposes. The University will assume students are independent until a written request is made and proof of dependency is shown.

A student must complete the “FERPA Disclosure of Student” form and provide the University with a 4-digit PIN number and family names to allow them to speak about grades or financial information concerning the student. Otherwise, grades are posted electronically only.

The University of Charleston will maintain a record of all requests for and/or disclosures of information from a student’s educational records, except for disclosure to University officials. The student may review this disclosure record in the Student Solutions Center.

The University of Charleston will not disclose information over the telephone, nor will it initiate disclosure, except in cases of health or safety emergencies, serious crimes or to complete financial obligations to the University.