

Policy Title:	Student Records – Rights and Responsibilities
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Governing Body:	Southern Oregon University	Policy Number:	SAD.016 (573-075)
Policy Contact:	Provost	Date Revised:	August 2016
Custodial Office:	Academic Affairs	Date Approved:	August 2016
Approved By:	President	Next Review:	August 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	January 2004
1	Revision	August 2016

A. Policy Statement

**Administration of Student Records**

**A. Division 75, 573-075-0120 Maintenance of Records**

The following rules will be observed by all persons dealing with student records:

1. Only such student records as are demonstrably relevant to the educational and related purposes of the institution, division or department will be generated and maintained. Institutional officials generating or maintaining such student records will annually review the continued relevancy of such records and will destroy all such records, which are no longer demonstrably needed, unless a student has requested access to said records or the State Archivist has directed their retention.
2. Institutional officials generating or maintaining duplicate copies of student records (whether permanent or temporary) will review them in the same manner as designated above.
3. No student is required to give, though the student may voluntarily provide, information as to race, religion, political affiliation or preference, or personal values of the student except as required by state statute, federal law, or valid federal rules, regulations or orders.
4. Student records will be kept in locations central to the institution, division or department by which they are maintained, with the custody thereof assigned in writing to designated personnel specifically charged with maintaining the confidentiality of the records and the institution will circulate a written statement of policy regarding the handling of such records to the personnel so designated.

5. The duplication of permanent student records and the generation of temporary student records is kept to a minimum and is maintained only for the minimum time required to serve the basic official function of the office which generated and/or maintains them.

6. The permanent retention of student records is limited to those which the institutional executive will determine to be of long-range value to the individual student or the institution.

7. Student records, both originals and duplicate copies, will be disposed of in such a manner as to protect their confidentiality.

#### **B. Division 75, 573-075-0200 Delay in Granting Access**

A maximum delay of forty-five (45) days is authorized in granting access to education records involving students. (Department of Health, Education and Welfare regulations require that requests for access to, or copies of, student records must be acted on within forty-five (45) days.)

#### **C. Division 75, 573-075-0230 Annual Publication of Institutional Policy**

The Custodian of Student Records shall annually give notice to students and to the parents of dependent students of the following:

1. Their right of access to education records;
2. The types of education records and information directly relating to students being maintained;
3. The name and position of the official responsible for the maintenance of each type of record, the person(s) having access to these records and the reason for their having access;
4. The institutional policy for reviewing and expunging these records;
5. The right of the student to copies of certain records, for a reasonable charge;
6. The right of the student to have the meaning of entries in personal education records explained;
7. The procedures for challenging the content of education records and for inserting a denial or correction of disputed data;
8. The categories of information designated as directory information and which of these categories the student may opt not to have released.

#### **D. Division 75, 573-075-0240 Procedure for Student Access to Records**

1. If there is any doubt as to the identity of the person requesting access to education records, positive identification must be secured from the applicant.
2. If the applicant can produce legal identification, the student can obtain access under the conditions noted in SOU's Family Educational Rights and Privacy Act Summary and Notification ("FERPA Notice")

(<https://inside.sou.edu/assets/it/docs/FERPA-summary.pdf>). A note must be made on the record if a request was made for copies of the document and what response was made to the request.

3. If the applicant cannot produce legal identification, verification of the previous student status of the applicant must be obtained from the Registrar. Once verification has been made, access will be granted under the same conditions as those for current students.

#### **E. Division 75, 573-075-0250 Non-Release of Directory Information**

1. A student may opt in writing to keep confidential all "Directory Information" as defined in SOU's FERPA Notice (<https://inside.sou.edu/assets/it/docs/FERPA-summary.pdf>).

2. Exclusion of any one of the above items of Directory Information will exclude all items. This option can be made by filing a written, dated and signed request at the Registrar's Office.

#### **F. Division 75, 573-075-0260 Questions and Inquiries Relating to Student Records**

1. This statement on the administration of student records provides students at SOU the rights under Section 438 of the General Education Provisions Act, as amended (added by Section 513 of Public Law 93-380 as amended by Section 2 of Public Law 93-568), and the regulations thereunder. All questions and inquiries regarding the policy and copies of the policy may be directed and obtained in the Office of Student Affairs. Students have the right to file complaints with the Department of Health, Education and Welfare concerning any alleged failure of the university to comply with the regulations of sections 438 and 439 of the Act and its supporting regulations.

2. The university annually shall inform the students of their rights under this policy by publishing the rules contained herein, or the substance thereof, in the Student Handbook or in the time schedule of classes. In any instance where the provisions of institutional policy regarding student records are determined by legal counsel to be inconsistent with the requirements, limitations or restrictions of 20 U.S.C. 1232g (Family educational and privacy rights), the Custodian of Student Records is empowered to waive the provision in question and to administer this policy consistent with 20 U.S.C. 1232g and its implementing regulations.

3. If federal or state authorities amend current legislative directives on student records during the academic year, the Custodian of Student Records will make such amendments known to the students via *The Siskiyou*.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

#### **B. Policy Consultation**

Revisions to the text of the policy were posted for campus comment on August 24, 2016.

#### **C. Other Information**

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.