

REGENT UNIVERSITY FERPA POLICY

DEFINITIONS OF TERMS IN POLICY

Directory Information: Information contained in an Education Record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Education Record: Any record that is directly related to a student and maintained by Regent University's Registrar as the University has designated the Registrar with responsibility to maintain education records. Education records do not include the following:

1. Records of instructional, administrative, and educational personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other individual except a temporary substitute authorized by the maker (e.g., personal reminder, drafts, or summary notes about a meeting).
2. Drafts and internal correspondence that are transitory or casual in character, and are not maintained by the Registrar.
3. Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
4. Records relating to the employment of students by the institution (unless the employment is contingent on their status as students).
5. Treatment records maintained by Regent University's Psychological Services Center other Regent University student health clinic and disclosed only to individuals providing treatment (such records become subject to FERPA if they are being disclosed to anyone for non-treatment purposes, and also are subject to other privacy laws and regulations).
6. Records of an institution that contain information about an individual obtained only after that person is no longer a student at that institution, i.e., alumni records.
7. Grades on peer-graded papers before they are collected and recorded by an instructor.
8. Electronic mail that is not maintained by the Registrar as part of the student's file.

Student: Student means a student who is enrolled in and attending classes at Regent University or who was enrolled in and attended classes at Regent University.

POLICY STATEMENT

Regent University complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and the Rules of the U.S. Department of Education, 34 C.F.R. Part 99 (collectively hereinafter referred to as FERPA). Regent University has formulated and adopted the following policy and procedures to protect the privacy rights of past and present students. Copies of this document will be made available to students and parents of students upon request.

1. **Student's rights:** Students' education records are protected by FERPA once students are attending Regent University, defined as enrolled for courses for their initial term of enrollment. Students attending, or who have attended, Regent University are given certain rights under FERPA, which include:

- To inspect and review the content of education records. Regent University will comply with a request for access to education records within a reasonable period of time, not to exceed 45 calendar days after receipt of a request from a student.
- To obtain copies of education records upon payment of \$0.15 per page, where the failure to provide copies would effectively prevent the student from exercising the right to inspect and review the education records (such as when students do not have reasonable access to electronic communication and live more than 50 miles from Regent University). Generally, a student will have access to education records for inspection and review, and copies of education records will not be provided if the student resides within 50 miles of Regent University.
- To receive a response from Regent University to reasonable requests for explanations of those records.
- To obtain an opportunity for a hearing to challenge the content of those records on the grounds that the information contained in the education records is inaccurate, misleading, or violates the privacy rights of the student.
- To expect Regent University to treat their education records confidentially. Except for Directory Information, neither such records, nor personally identifiable information contained therein will be released without student permission other than to persons or for reasons specifically authorized by FERPA.
- To refuse to permit the release of their Directory Information except as specifically authorized by FERPA.
- To exercise all rights on the student's own behalf, regardless of the student's status as a dependent of parents.
- To file complaints with the Student Privacy Policy Office (SPPO) of the Department of Education concerning alleged failures by Regent University to comply with the requirements of FERPA.

*Student Privacy Policy Office
United States Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605*

Regent University provides annual notification of these rights to students attending Regent University. This notification takes the form of an annual email to students from the Registrar's Office, publication on the Registrar Office's webpage, and other University-wide printed media and materials posted on Regent University's website.

2. **Directory Information:** Regent University may release Directory Information for students under FERPA without student consent. Students who do not want the University to release their Directory Information without prior written consent must submit a completed and signed Confidentiality of Student Records Request Form to the Registrar's Office. This

restriction may be requested at any time and will remain in effect until its removal is requested in writing by the student. Directory information at Regent University for students includes:

- Name,
- year of birth,
- major field of study,
- school of enrollment,
- location of attendance,
- full-time/part-time status,
- level and year in school,
- expected graduation date,
- participation in officially recognized activities and sports,
- dates of attendance,
- candidacy for degree,
- degrees, honors, scholarships, and awards received,
- participation in officially recognized activities and sports, including weight and height of members of athletic teams,
- the most recent educational agency or institution attended, and
- any unique identifying number created for the purpose of compiling, releasing, or transmitting Directory Information such as the student's identification number or Banner ID as long as such number cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity.

EDUCATION RECORDS

The Registrar maintains the following education records as part of a student's file:

Admissions Records – Such records include the following, if applicable:

- Application for admission of admitted and enrolled students
- Standardized test scores
- Financial aid information

Financial Aid Records – Such records include the following, if applicable:

- Financial aid applications and acceptance forms
- Financial aid awarded (also stored data files)
- Notifications of financial aid standing (SAP, verification, return of funds, etc).
- Student employment records relating to work study
- Official documents upon which determination of aid eligibility were made

Regent University Academic Records – Such records include the following, if applicable:

- Transcripts of Regent University grades
- Student performance evaluations
- Professional reports and certificates

Student Financial Records – Such records include the following, if applicable:

- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid disbursements

Employment Placement Records Where the Employment is Based Upon Status as Student – Such records include the following, if applicable:

- Letters of job offers or rejections
- Interview sign-up sheets
- Interviewer evaluations
- National examination score reports

International Student Records – Such records include the following, if applicable:

- International Student Office application review form
- Financial aid information
- International student terms of appointment (from sponsoring agency)
- Standardized test scores
- Letters and statements of recommendation
- Academic performance records
- Directory information
- US Government forms
- I-20 - Certificate of Eligibility for Non-Immigrant
- (F-1) Student Status - For Academic and Language Students
- I-538 - Application by Non-immigrant Student for Extension of Stay, School Transfer, and Permission to Accept on Continued Employment or Practical Training
- DS-2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status

Disciplinary Records – Such records include the following, if applicable:

- Initial complaint
- Resolution letter or record documenting a resolution
- Decision letter or record documenting any determination regarding responsibility, including any disciplinary sanction and any determination upon appeal

INSPECTION AND REVIEW OF EDUCATION RECORDS

Students may review many of their education records (including academic and financial) through the MyRegent portal. Students who wish to inspect and review other education records may do so through the procedure below.

Regent University is not required to permit a student to inspect and review the following records:

1. Financial records and statements of their parents or any information contained therein.
2. Confidential letters and statements of recommendation placed in the educational records.
 - Prior to January 1, 1975, if the letters and statements were solicited or sent with a documented understanding of confidentiality.
 - After January 1, 1975, concerning admission, employment, or receipt of honors, if the student waived their right to inspect and review the letters and statements.
3. Records to which the student has waived the right of access
4. Other records excluded from coverage by FERPA (e.g., records of a law enforcement unit).

When an education record contains information on multiple students, information pertaining only to the student in question may be released. Information pertaining to other students will be redacted or deleted prior to disclosure. In situations in which such a joint record cannot be easily redacted or the information concerning other student segregated out, Regent University may satisfy the request for access by informing the requesting student about the contents of the record.

AMENDMENT OF EDUCATION RECORDS

Students who believe that information contained in their education records is inaccurate or misleading, or that it violates their privacy or other rights, may seek correction of their records through a request to amend the records or through a hearing. Challenges can be made to the accuracy of the records only and not to the judgments the records contain. For example, the accuracy of the recording of an earned grade may be challenged, but the grade itself may not be challenged through this process. Students may challenge a grade through the grade appeal process of the school offering the course in which the grade was earned.

Request to amend: Students who believe that information contained in their education records is inaccurate, misleading, or violates their privacy or other rights may direct a request for amendment to the Registrar. To the extent possible, students must specify the exact type, source, and date of the education record they seek to correct. In addition, students must specify the reasons for the nature of the proposed correction.

The Registrar will decide whether to amend the record in accordance with the request within a reasonable period of time following receipt of the request. If the Registrar decides not to amend the record in accordance with the request, the official will so inform the student of the refusal and advise the student of the right to a hearing.

Hearings: Upon a student's request, Regent University will provide an opportunity for a hearing in order to challenge the content of a student's education record to ensure that information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Regent University's procedures for such a hearing are [here](#).

If, as a result of the hearing, Regent University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will amend the education record accordingly and so inform the student in writing.

If, as a result of the hearing, Regent University decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the student of the right to place in the education record a statement commenting upon the information in the record in question and/or setting forth any reasons for disagreeing with the University's decision.

PROCEDURES FOR INSPECTION AND REVIEW OF EDUCATION RECORDS

Students who wish to review their education records must submit a request in writing to the Regent University Registrar. Students may use the Education Records Request Form. To the extent possible, students should specify the exact type, source, and date of the education record they wish to inspect and review.

The Registrar will allow students to inspect and review their records within a reasonable period of time, not to exceed forty-five (45) calendar days from the date of the request. Regent University may deny a request for copies of a student's education records unless doing so would effectively prevent the student from exercising the right to inspect and review the education records. Generally, a student will have access to education records for inspection and review only, and copies of education records will not be provided if the student resides within 50 miles of Regent University. Students, when provided copies of their education records, may be charged \$0.15 per page.