

Mid-Atlantic Christian University Student Life Policy #10

SUBJECT: Student Records Confidentiality and Release Notification

DATE: September 12, 1995

REVISED: 7/31/2005

REVIEWED: April 2020

NEXT SCHEDULED REVIEW: This policy will be reviewed in February of odd numbered years;
February 2021

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Vice President for Student Life

Procedure for: Student Life Director

Authorized by: Vice President for Student Life

Issued by: Board of Trustees

I. Purpose:

The purpose of this policy is to maintain the security of student records in compliance with FERPA and the Rights and Privacy Act

II. Policy

Policy on the confidentiality and release of student records is clearly stated, published, and made available through the Student Handbook (Appendix A).

III. Procedure

This Student Handbook is posted on the MACU website at <http://www.macuniversity.edu/student-life/student-services/student-handbook>, and the link is distributed to students at the beginning of each academic year. Hard copies are given to new students during orientation.

IV. Published: Policy Manual, Student Handbook

V. Reason for Revision:

VI. Appendices: Appendix A from Student Handbook, pages 39-41

Student Records: Confidentiality and Release

The maintenance and security of student records is of paramount importance at Mid-Atlantic Christian University. The following policy reflects that concern and also meets the requirements of the Family Education Rights and Privacy Act (FERPA) passed by Congress in 1974.

The university maintains two types of permanent files:

Academic: original transcripts; applications; SAT, ACT, AP, CLEP, and other appropriate test scores; transcripts from high school and other universities attended; the acceptance letter; and various forms and references submitted during the application process and disposed of according to policy stated later in this appendix.

Financial Aid: SAR, parents'/students' tax records, loan papers, financial aid awards.

I. Those who maintain files and have access in order to fulfill their responsibilities:

Academic

- a. The Registrar maintains each student's academic file. Files are maintained in Heritage Hall, Room 113.
- b. The Academic Affairs secretary assists the Registrar in maintaining the files.
- c. Faculty advisors use the information in their academic advising.
- d. The university counselor has access should a counseling situation arise that demands information from a student's file.
- e. The VPSS has access so that he may counsel "at risk" students.
- f. Other university personnel authorized by the Registrar have access whenever the nature of their responsibility (e.g., awarding scholarships and special recognitions) requires access to student records.
- g. The President, as final authority and decision-maker, has access to the files.

Financial Aid

- a. The Director of Admissions and Financial Aid Administrator are authorized to maintain and secure the financial aid records of all students.
- b. Only the Director of Admissions and Financial Aid Administrator have access to all financial aid records.
- c. The Director of Admissions and Financial Aid Administrator will provide necessary information to the scholarship committee for the awarding of merit and other university-based scholarships.

II. These records are maintained, reviewed, and discarded according to the following guidelines:

Academic

- a. MACU acknowledges that parents and legal guardians of independent students eighteen years of age or older do not have a right to view student records, grades, test scores, etc., unless written consent is received from the student. Parents of dependent students as

defined in Section 152 of the Internal Revenue Code of 1954 may review student records without the consent of the student.

- b. The grades of unmarried students under age 23 are sent to parents/guardians unless otherwise informed by the student.
- c. Reference forms accompanied by waivers of right of access letters of recommendation are removed from the student's permanent file upon admission of the student. They are archived for six years after enrollment.
- d. Personal health statements and emergency contact forms are forwarded to the VPSS upon admission of the student. They are retained for five years beyond the date of graduation or the date of last attendance.
- e. Immunization records are retained for six years beyond entry.
- f. Official transcripts will be forwarded only upon request from the student or alumnus.
- g. Written permission from the student is required before grades or records of students are released to faculty or to any agency, except as outlined in Section I. However, the VPAA will post a Dean's List at the end of each semester without the GPA listed.
- h. A professor may post test scores, final exam scores, and end-of-course grades provided numerical codes are used, unless the student notifies each professor five days before posting that he/she does not wish his/her grades to be posted.
- i. Students may request to see the Academic Affairs Policy #10, "Retention and Disposal of Records for Applicants who enroll" from the Registrar's Office.

Financial Aid

All records are currently saved.

III. Students have access to their records:

Academic

- a. Upon receipt of a written request from the student, the Registrar, within five working days, will
 - 1) Permit the student to inspect and review contents of the file.
 - 2) Provide the student with copies of materials at student's expense. Former students/alumni will pay \$7.00 for transcripts and \$2.00 for each additional copy.
 - 3) Interpret the records to the student.
- b. The student can challenge, in writing, the contents of his/her file. The Registrar shall conduct a hearing, at which time any materials found to be inaccurate, inappropriate, or misleading will be corrected. A student will also have the opportunity to insert into his/her file any written explanation he/she deems appropriate.

Financial Aid

- a. Upon receipt of a written request from the student, the Financial Aid Administrator, within five working days, will
 - 1) Permit a student to inspect and review contents of his/her file.
 - 2) Provide the student with copies of materials at student's expense.
 - 3) Interpret the records to the student.
- b. Should a student notice a verifiable error, he or she will inform the Financial Aid Administrator, who will report the correct information to the appropriate parties.

IV. Disclosure of Student Information

As a rule, no personally identifiable information from a student's records will be disclosed without written permission from the student, with the following exceptions:

Under FERPA, the college, at its discretion, may disclose directory information. MACU classifies the following student information as "directory information": name, address including preferred phone number and college email address, previous institutions attended, major field of study, honors and awards received, dates attended and degrees conferred, graduation date, participation in recognized sports and activities.

Currently enrolled students may withhold disclosures of information under the Rights and Privacy Act. To withhold disclosure, written notification must be filed in the Registrar's office by the end of the two week drop/add period at the beginning of the academic year. Forms requesting the withholding of directory information are available in the Registrar's office. The college assumes that the absence of such request indicates individual approval for disclosure.