

STUDENT RECORDS SECURITY

CONCORD UNIVERSITY  
ATHENS, WEST VIRGINIA

POLICY FOR RELEASE OF STUDENT INFORMATION

December 11, 2014

## INTRODUCTION

In conformity with the Buckley Amendment to the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), Concord University is flexible in its policies not to hinder the student, the institution or the community in their legitimate pursuits.

It is this institution's policy not to record disciplinary action on the transcripts. Transcripts of education records contain only information pertaining to academic status.

In brief the law provides:

That university students have the right to inspect and review their own university records, and the right to a hearing which would provide the opportunity to raise questions about possibly inaccurate or misleading data contained in such records.

That the University shall not release personally identifiable student records or files, without their written consent, to any organization, agency, or individual other than: University officials, officials of other schools to whom the student intends to transfer, certain federal officers, state educational authorities, accrediting agencies, or in connection with applications for financial aid. A judicial order or subpoena is also grounds for such release.

Concord University will follow the following policies in conforming to PL 93-380:

- Confidential information (such as recommendations in a placement file) collected prior to November 19, 1974, will be maintained as confidential data.
- Students using the University Placement Service after January 1, 1975, may, if they wish, sign a waiver of their rights to inspect their placement credentials. In such cases confidential recommendations will be solicited. In all other cases recommendations will be solicited as non-confidential, and the student may inspect his file.
- Students will have the opportunity to supply written permission for the release of information from their files to legitimate officials who would not otherwise be eligible to receive such information.

### Specific Guidelines

- A. Disclosure to the Student
  - All official information collected and maintained in the University identifiable with an individual student (or former student) will be made available for inspection and review at the written request of that student-subject to certain exceptions.
  - Documents submitted by or for the student in support of his application for admission or for transfer credits are not returned to the student, nor sent elsewhere, at his request.
  - Proper identification is required when student or former student requests to inspect his or her record. The staff personnel must supervise the review of the contents of the record with the student.
- B. Disclosure to Faculty and Administrative Officers of the University
  - The faculty, administrative officers and record keeping personnel of the institution who have a legitimate interest in the material and demonstrate a need to know are permitted to examine the academic records of any student.
  - Official records are not sent out of the Office of the Registrar except in circumstances specifically authorized by the Registrar.
- C. Disclosure to Other Individuals and Organizations
  - Except with the prior written consent of the student (or former student) concerned, or as required by federal or state law, no information in any student file may be released to any individual (including parents, spouse, or other students) or organization with the exception of information defined as "Public Information".
  - When disclosure of any personally identifiable date/information from university records about a student is demanded pursuant to court order or lawfully issued subpoena, the staff

member receiving such order shall release the records and immediately notify the student concerned in writing.

- Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is released.
- In the student directories that are published for general distribution, each student will be given the opportunity to direct that his name and address be omitted.
- Extreme caution must be used when any information is released in response to telephone inquiries and should be limited to public information.

D. Disclosure to Public

- The following items are considered public data/information and may be disclosed by the University in response to inquiries concerning individual students, whether the inquiries are in person, in writing or over the telephone (unless officially directed otherwise by the student): name, affirmation of whether currently enrolled, campus location.
- Unless the student has officially filed a request with the Office of the Registrar that disclosure not be made without his written permission, the following items in addition to those above are considered public information and may be included in appropriate University/campus directories and publications and may be disclosed by designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone
  - a. Department, major or division
  - b. Dates of enrollment
  - c. Degrees received
  - d. Honors received
  - e. Local address and phone number
  - f. Home address (permanent)
  - g. Participation in officially recognized activities and sports
  - h. Weight and height of members of athletic teams

E. Challenges to the Record

- Every student shall have the opportunity to challenge any items in his file that he considers to be inaccurate, misleading or otherwise inappropriate data. A student shall initiate a challenge by submitting a request in writing for the deletion or correction of the particular item. The request shall be made to the custodian of the particular record in questions.
- If the custodian of the records and the student involved are unable to resolve the matter to the satisfaction of both parties, the written request for deletion or correction shall be submitted by the student to the President of the University.
- The student shall be given the opportunity for a hearing, at which the student may present oral or written justification for the request for deletion or correction. The hearing officer may obtain such other information as he deems appropriate for use in the hearing and shall give the student and College President a written decision on the matter within ten (10) days from the conclusion of the hearing. If the decision of the hearing officer is to deny the deletion or correction of an item in the student's file, the student shall be entitled to submit a written statement to the hearing officer presenting his position with regard to the item. Both the written decision of the hearing officer and the statement admitted by the student shall be inserted in the student's file. The decision of the hearing officer shall be final.
- Grades may be challenged under this procedure only on the basis of the accuracy of their transcription.

F. Exceptions to the policy

- It is the position of the University that certain data/information maintained in various offices of the University is not subject to the provisions of this policy with regard to inspection, review, challenge, correction or deletion.

- Statements submitted by parent/guardian or spouse in support of financial aid or residency determinations are considered to be confidential between those persons and the University, and are not subject to the provisions of this policy except with the written consent of the person involved. Such documents are not regarded as part of the student's official record.
- With regard to general health data, only that data-information which is used by the University in making a decision regarding the student's status is subject to review by the student under this policy. Written psychiatric or psychological case notes which form the basis for diagnosis, recommendations, or treatment plans remain privileged information not accessible to the student. Such case notes are not considered to be part of official University records. To ensure the availability of correct and helpful interpretations of any psychological test scores, notes or other evaluative or medical materials, the contents of these files for an individual student may be reviewed by that student only in consultation with a professional staff member of the specific department involved.
- Records relating to a continuing or active investigation by the campus security office, or records of said office not relating to the student's status with the University are not subject to this policy.
- No student is entitled to see information or records that pertain to another student, to parents or to other third parties. A student is entitled to review only that portion of an official record or file that pertains to him or her.

### **OFFICE HOUSING STUDENT RECORDS**

**Registrar's Office: Officer in Charge, Carolyn Cox, Registrar**

- a. General Registration Forms
- b. Transcript Requests
- c. Grade Sheets
- d. Concord University Student Permanent Academic Records
- e. Student Check Sheets and Progression Sheets
- f. Transcripts from other Institutions of Higher Education

**Admissions Office: Officer in Charge, Jacqueline Nottingham, Chief Enrollment Management Officer**

Student Application Data, Student Test Scores

**Student Affairs Office: Officer in Charge, Marjie Flanigan, Vice President of Student Affairs and Dean of Students**

Student disciplinary records and, occasionally, other data

**Student Housing Office: Officer in Charge, William Fraley, Director of Residential Life**

Student Housing Records and Contracts

**Student Financial Aid: Office in Charge, Debbie Turner, Director of Financial Aid and Coordinator of Veteran's Affairs**

Student Budgets, amount and type of aids received. (Students are denied access to the financial records of their parents unless they have parental consent.  
Veterans Administration forms

**Placement Office: Officer in Charge, Tammy Monk, Director of Career Development and Placement Counselor**

Credential Files

If applicable, check the appropriate statement regarding release of information, and return to **the Registrar's Office**.

\_\_\_\_\_1. My name, address and phone number may not be included in any student directory published by authority of Concord University.

\_\_\_\_\_2. Concord University may not make disclosures of the specific information listed in paragraph D of the Student Record Security Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date